



President Cohen 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, Kranz, Mahoney and Venouziou. Absent: Coleman. Staff present: Adams, Evans, Karesh, Knitter, Rhodes, Romano, Ritter, Webber.

PUBLIC PARTICIPATION

None

PRESIDENT'S REPORT

President Cohen opened up his report recognizing Village Greens Golf Shop Attendant Brian Dobry for his five (5) years of service to the Park District.

President Cohen then acknowledged the great work the Park District did for the Woodridge Rotary Mini-Tri.

President Cohen closed his report congratulating Superintendent of Planning & Development Jenny Knitter on her acceptance to the IPRA Leadership Academy & Scholarship Award. Knitter explained the program, and added that as part of the program she will be working with a team to present a topic of interest at the 2020 IAPD/IPRA Conference.

STAFF REPORTS

Finance

Superintendent of Finance & Personnel Chris Webber began his report stating the fieldwork for the audit was completed in early July and the draft of the District's FYE2019 audited financials should be received shortly. The final report will be presented for Board consideration and acceptance at the October Board Meeting.

Webber then reported that through the date of his report, the District received \$3,680,997 of the tax levy, which is 52.81% of the 2018 Tax Levy. The District will receive the majority of the remaining tax levy in early September.

Webber then addressed the monthly financial reports, noting that in the revenue report an additional column has been added to include year-to-date actuals for the previous years. This enables the District to see how current performance lines up to historical averages. By doing this, it will enable to better pinpoint comparable financial fluctuations at each revenue producing facility.

Webber moved on to Human Resources, sharing that staff began fall recruitment for Kidz Squad, Tot School, Kidz Club and PDNRM permanent part time staff. Staff is having issues attracting candidates for Kidz Squad and a few other positions even after continued marketing and job posting notices. The Full Time Landscape Specialist position has been filled.

Webber concluded his report stating that IT staff has been busy with many tasks related to the computer system at the District. Computers are being updated with SSD (Static State Drives) which are much faster and do not break down as easy as a traditional hard drive. As computers are being updated they are also being moved to the Windows 10 platform as Windows 7 is no longer supported by Microsoft.

Executive Director Adams added that the Park District continues to experience issues trying to hire part time labor, as are other Park Districts. Many agencies are struggling. He said raising the minimum wage will help, but that to keep in mind District programs and maintenance budgets will be taking a hit. He pointed that private landscape companies start at \$15/hour for seasonal help, and that some Park Districts in the northern suburbs are already up to \$18/hour for part time

help. He said if the Park District wants to attract quality employees, we will need to keep this in mind for upcoming budget years.

Planning

D.2.a. Superintendent of Planning & Development, Jenny Knitter, began her report seeking Board action regarding the 2019 Asphalt Resealing Project, CRP #19-05pc. Knitter shared that staff issued an RFP for the performance of asphalt maintenance including crack repair, sealcoating, and line striping of various Park District owned and operated paths and parking lots that were listed in her report. An alternate price (Alternate A) was requested to include the sealcoating of the residential driveway located along the Hawthorne Hill Woods driveway. Knitter noted, staff made multiple unsuccessful attempts to meet with the resident and discuss the possibility of the contractor performing this work with the resident reimbursing the District.

Knitter then shared the Bid Results:

<u>Contractor</u>	<u>Base Proposal</u>	<u>Alternate A</u>
SKC Construction, Inc.	19,924.77	296.46
American Pavement Solutions	27,159.60	384.30

Knitter pointed out the bid results came in higher than what was initially budgeted and explained the various reasons. She added that the amount is also higher because resealing the 83rd Street parking lot was added to the project and was not in the original budget but is warranted after construction.

Staff recommended the Board accept SKC Construction, Inc., as the low qualified bidder and approve a contract in the amount of \$19,924.77 based on the Base Proposal Total for the 2019 Asphalt Resealing Project, CRP #19-05pc.

Knitter then shared with the board that the budget overage will be covered by the funds budgeted for the two court recoloring projects at Siple School and Forest Glen Park. Those projects were not completed due to not receiving any proposals and will be postponed and rebudgeted in FYE2021. The contractors the Park District typically uses for re-coloring are booth booked until June of 2020 and had no interest in submitting proposals at this time. The funds budgeted for those items will be reallocated towards the resealing project.

President Cohen asked why the asphalt patching projects and the resealing projects the Park District completes are treated separately. Knitter responded that each of these projects is unique and contractors either specialize in resealing or asphalt patching. On an unrelated note, Cohen then asked if the fence being replaced along the Woodward Avenue Bike Path was a Park District project. Executive Director Adams shared that any bike paths that are in a right of way are the Village's responsibility and any bike paths on Park District property (leased or owned) is the District's responsibility.

MOTION by Mahoney and seconded by Venouziou to accept SKC Construction, Inc., as the low qualified bidder and approve a contract in the amount of \$19,924.77 based on the Base Proposal Total for the 2019 Asphalt Resealing Project, CRP #19-05pc.

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

D.2.b. Knitter's next action item 2019 Asphalt Patching Project, CRP #19-06pc.

Knitter reported that staff issued an RFP for the performance of asphalt repairs (patching) at various Park District owned and operated paths and parking lots, including sections of parking lots at Hobson Corner Park, Forest Glen Park, Falconridge Park and the Park District Maintenance Building in both the parking lot and along the access drive from Frontage Road. Also included in the RFP was the replacement of a low section of the pathway between Woodridge Drive

and Meadowview School, that is typically always under water, resulting in settling of dirt onto the path creating a nuisance and potential safety condition. The eighty-five (85') foot long section of path will be replaced with an elevated grade to shed water toward the Woodridge Drive curb and gutter and ultimately into the storm sewer. This will alleviate as standing water issue that has been raised by numerous residents. Knitter than shared how they budgeted for the project:

Staff recommended the Board accept Evans & Son Blacktop, Inc., as the low qualified bidder and approve a contract in the amount of \$24,500.00 based on the Base Proposal Total for the 2019 Asphalt Patching Project, CRP #19-06pc.

MOTION by Kranz and seconded by Mahoney to accept Evans & Son Blacktop, Inc., as the low qualified bidder and approve a contract in the amount of \$24,500.00 based on the Base Proposal Total for the 2019 Asphalt Patching Project, CRP #19-06pc.

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

Commissioner Mahoney asked if the section of bike path between Woodridge Drive and Meadowview would be raised. Knitter verified that it would be raised and would make the pitch of the bike path more consistent so it slopes to the curb and into the street as intended.

Commissioner Venouziou asked how long the work will last before it has to be completed again. Knitter said that most contractors include a one year workmanship warranty and that most patch work lasts 10-15 years. She added that staff monitors and inspects the work to keep ahead of any potential issues. She said "turning points" of parking lots experience the most wear and tear and need for patching prior to scheduled entire parking lot/pathway resurfacing.

President Cohen asked if the recoloring projects we are postponing can wait another year or do they need immediate work. Executive Director Adams responded that the Park District has a very aggressive program recoloring every five (5) years and have some of the best courts around, so postponing one year won't be an issue.

D.2.c. Knitter moved to her next action item 2019 Roofing Replacements, CRP #19-08c. Knitter said staff reached out to twenty-nine (29) contractors regarding the project. Bid documents were ultimately provided to five (5) roofing contractors and six (6) plan rooms. The base bid included the replacement of the existing park shelter roofs at Echo Point Park and Westminster Park with faux slate shingles matching those installed at Internationale Estates Park in 2007. She reported that the shingles installed at Internationale Estates perform very well and give the shelter a more residential look and feel. Also included in this project is the replacement of the WAA storage garage roof with architectural asphalt shingles. Alternate pricing was requested for the installation of metal roofs on the shelters at Echo Point Park (Alternate Bid #1) and Westminster Park (Alternate Bid #2). Knitter shared the bid results:

<u>Contractor</u>	<u>Base Proposal</u>	<u>Alternate Bid #1</u>	<u>Alternate Bid #2</u>
Filotto Construction, Inc.	\$41,410.00	NA	NA

Knitter pointed out that the one company who provided a bid did come in under the \$42,706 budget, but did not even provide the alternate bid pricing for the metal roofs.

Commissioner Mahoney asked why these projects aren't attracting more bidders. Knitter responded that many small companies are not interested in prevailing wage work. She added that the low apparent bidder was not interested in the Alternate Bids because he would have to purchase those types of roofs directly from the shelter company and there was little room for mark up on his end. Knitter reminded the Board that she bid this same project last year and the District did not receive any bid. She added that Filotto Construction specializes in these types of sloped roofs and all of their references checked out.

Staff recommended the Board accept Filotto Construction, Inc., as the low qualified bidder and approve a contract in the amount of \$41,410.00 based on the Contract Base Bid Total for the 2019 Roofing Replacements, CRP #19-08c.

MOTION by Mahoney and seconded by Venouziou to accept Filotto Construction, Inc., as the low qualified bidder and approve a contract in the amount of \$41,410.00 based on the Contract Base Bid Total for the 2019 Roofing Replacements, CRP #19-08c.

President Cohen asked why we didn't get more bidders if we reached out to twenty-nine (29) companies. Executive Director Adams said a lot of it does have to do with prevailing wages as well as the size and scope of the project. He advised that the Park District might have to start looking at construction consortiums where the bid amounts are already pre-determined. He added that the Park District already uses a consortium for purchasing mowers and other larger equipment. President Cohen asked if this problem was exclusive to our Park District and if we have a policy in place that requires a minimum of three bidders per project. Adams responded that other park districts are experiencing the same problems and that while we do have a policy in place and the Park District strives to obtain three (3) bidders, it is the Board's discretion to accept and reject a bid based on the number of bids received. He added state law mandates that any project over \$25,000 must go out to bid and expressed frustration to get just one bidder, which then doesn't provide the District with a competitive bidding environment. In these cases a strategic decision needs to be made whether to accept or not based on various criteria.

AYES: Cohen, Kranz, Mahoney, Venouziou

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

D.2.d. Knitter's next action item was regarding change orders for 83rd Street Park Development Project, CDP#18-03c-01. Knitter stated that Change Order #3 consists of the following three (3) items:

1. Deduct (\$3,178.50) – Credit provided for contractor's failure to meet performance requirements for turf restoration. Owner to complete work in-house.
2. Deduct (\$1,200.00) – Credit provided for contractor's failure to meet performance requirements for native seed installation in infiltration basin. Owner to complete work in-house.
3. Add (\$3,048.50) – Cost for removal and replacement of 53 square feet of concrete flatwork including truncated domes located in bike path along 83rd Street as required by Village code.

Knitter shared that the credits provided for the seed areas were negotiated by staff as a result of staff's conclusion that the Contractor would be unable to meet the performance requirements for the seeded areas. Staff strongly believed that the Contractor would not be able to meet the turf standards based on several reasons including lack of communication on the contractor's end and failure to meet deadlines. She stated that in order for quality turf to be ready for next year as expected, it is critical that the work gets completed now in a timely manner. Staff shared the timeline with the Contractor and agreed that the best option was to utilize the Park District maintenance staff to complete the reseeding work.

Staff recommended the Board approve Change Order #3 to D&J Landscape, Inc.'s contract for a net decrease of (\$1,330.00) for the 83rd Street Park Development Project, CDP #18-03c for revisions of work related to the turf performance failures and removal & replacement of truncated domes.

MOTION by Kranz and seconded by Mahoney to approve Change Order #3 to D&J Landscape, Inc.'s contract for a net decrease of (\$1,330.00) for the 83rd Street Park Development Project, CDP #18-03c for revisions of work related to the turf performance failures and removal and replacement of truncated domes.

AYES: Cohen, Kranz, Mahoney, Venouziou

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

D.2.e Knitter's final action item was regarding change orders for the Fred C Hohnke Community Center - Program Room Interior Finishes Project, CDP #19-04c. Knitter reported that Change order #1 consists of the three (3) items listed below:

1. Add (\$959.00) – Cost to extend depth of upper cabinets in Rooms 100/101 (Aspen/Birch Rooms) from 12" to 15" depth as recommended by Interior Designer.
2. Add (\$2,882.00) – Cost to add the complete replacement of existing flooring including rubber wall base in Room 136 to match the adjacent Room 130 (Tot School Rooms) as requested by Staff.
3. Deduct (\$2,500.00) – Credit due to revised procedures in order to comply with manufacturer's moisture control requirements needed to obtain warranty for all rooms included for flooring replacement.

Staff recommended the Board approve Change Order #1 to RoMAAS, Inc.'s contract for a net increase of \$1,341.00 for the Fred C. Hohnke Community Center - Program Room Interior Finishes, CDP #19-04c for revisions to the scope of work.

MOTION by Mahoney and seconded by Venouziou to approve Change Order #1 to RoMAAS, Inc.'s contract for a net increase of \$1,341.00 for the Fred C. Hohnke Community Center - Program Room Interior Finishes, CDP #19-04c for revisions to the scope of work.

AYES: Cohen, Kranz, Mahoney, Venouziou

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

Knitter then moved on to FYI items of her report. The first item was the 2019 Summer Tree Maintenance Services, MSP#19-07pc. Knitter shared change order #1 which consists of the two (2) unforeseen items listed below:

1. Add (\$495.00) – Cost to remove a severely damaged Silver Maple tree and stump grind at 83rd Street Park. The removal could not safely be completed in-house due to proximity to power lines.
2. Add (\$ 2,950.00) – Cost to remove two (2) dying willow trees at Mendingwall Park. These trees were extremely large and residents called about large branches falling on the pathway creating a safety concern.

Knitter then updated the Board on Community Center Program Room Interior Finishes, CDP #19-04c, sharing that the contractor was able to begin demolition work as scheduled the week of July 15th. This was immediately followed by painting work which was completed in July. Moisture mitigation work and flooring installation including replacement of stair treads was completed August 9th – 10th. This was immediately followed by delivery and installation of all new casework and countertops the week of August 12th. Knitter shared that at this point the contractor had to stop working because the existing sinks did not fit into the countertops because there was not enough room based on the dimensions. Knitter reported that she will present the change order for the work in her September board meeting.

Knitter next discussed the Town Centre Sled Hill, reporting that Earthwerks began mobilizing the week of July 8th. The following week they began tree removals, installation of storm water management devices, and installation of the construction access road. Once the sled hill site was cleared of vegetation, the seven (7) acre site and the track site were stripped of topsoil which was stock piled on site. Initial grading activities were focused on raising the grade of the Jefferson track site. In the first week of August, the contractor provided clean fill documentation to staff and began importing fill material to construct the sled hill. To date, staff estimates the project is approximately 20% complete. Currently, the contractor is placing an average of 150 truckloads of clean fill on the site daily as weather permits.

Knitter said the Village of Woodridge inquired about the methods used to confirm uncontaminated fill is being used. She shared that the contractor supplies certifications confirming through pre-testing that the soil is clean fill. Finally, staff spot checks and follows the trucks to make sure they are going to the proper sites for the clean dirt. The Park District reached

out to three different environmental engineering firms for additional feedback on whether additional efforts are required and/or are in the best interest of the District to implement. Staff is evaluating the feedback and working on developing the best reasonable practices. Knitter said that for the time being the Park District has stopped accepting dirt until a solution is determined.

Commissioner Mahoney asked if the Village offered to help pay for additional soil testing. Executive Director Adams said they did not because the Sled Hill is a Park District project, as amended in the Town Centre IGA. Commissioner Venouziou asked if the School District had to do anything similar for the dirt they used for the track. Adams said the majority of the dirt Jefferson used for their site was the dirt from the Town Centre site, as well as some imported dirt, and that the School District was not required to do any soil sampling. Adams said that the Park District will need to move quickly on determining next steps and that he would keep the Board apprised of any updates, and that the District must do its due diligence to determine what is required, appropriate, and reasonable. He also added that the Sled Hill budget does include \$50,000 contingency to cover any unforeseen expenses.

Knitter next discussed the Jefferson Junior High Track Project. Construction efforts began concurrent to the work on the Sled Hill development with the installation of the shared construction access road. Earthwerks achieved the rough grade for the track development the week of July 29th and immediately commenced work on site utilities of which they anticipate completion in mid-August. This will be followed by installation of the concrete track curbing and the track asphalt surface in late August into early September. Barton Electric is scheduled to begin installation of underground electrical work the week of September 2nd. School District #68 is currently exploring options to expedite the timeline for the installation of the rubber surfacing for the track, the manufacturer of which has a tentative installation stop date of October 1st due to weather constraints related to curing. If the fall weather is milder they may get a couple extra weeks beyond that. If the rubber surfacing is not able to be installed this fall the track will not be usable in spring 2020 as anticipated.

Knitter moved on to the Lake Harriet Improvement Project, reporting that following the resolution of the permitting issues, the contractor is scheduled to mobilize in late August with construction estimated to run 2-3 weeks with substantial completion in September.

Knitter than addressed Phase 2 of the Cypress Cove Filter System Renovation Project, sharing that the architect/engineer strategized the project timeline as follows:

1. Site Visit- Mid-September. Review of the pumps and accessing the surge tank.
2. Issued for Permit- Mid to Late October. Once the site visit has been conducted, we anticipate a 4-5 week timeframe to complete permit drawings for Issuance to IDPH.
3. Issued for Bid – Dependent on the review process at IDPH, we would recommend issuing for Bid by the end of October or concurrent with IDPH review.
4. Bid Due – November
5. Construction – December 2019 to April 2020.

Knitter moved on to the Timber's Edge – Rear Lot surveying and monument location project, saying that due to an extremely busy summer and losing the full time landscape specialist, this project was delayed. Staff is currently coordinating with V3 and will inform the adjacent neighbors when this process will occur. Once the lot lines are marked, staff will determine the best course of action to begin maintaining the property lines.

Knitter closed out her report sharing that they filled the Landscape Specialist position. Matt Rauch joined the staff, having previously worked for the Clarendon Hills Park District, Elmhurst Park District and DuPage County Forest Preserve in similar positions.

Commissioner Mahoney asked for an update on the work being done by Nicor at 63rd Street Park. Adams reported that Nicor said work resumed and should be completed by November if everything goes as planned.

Golf Course

D.3.a. Golf Manager Brandon Evans opened his report with his first action item, Surveillance Camera Parking Lot Electrical Improvements, Project VGMS #19-04pc, Proposal Approval Ratification. In order to install additional security cameras in the parking lot, continuous electric power needed to be converted to the light poles, which required installation of replacement light fixtures with individual photo cells.

Staff recommended the Board ratify the Executive Director's decision to accept Burnett & Sons Electric proposals dated August 9, 2019 and August 12, 2019 in the total amount of \$7,657.40 for the Surveillance Camera Parking Lot Electrical Improvements, Project VGMS #19-04pc.

MOTION by Mahoney and seconded by Kranz to ratify the Executive Director's decision to accept Burnett & Sons Electric proposals dated August 9, 2019 and August 12, 2019 in the total amount of \$7,657.40 for the Surveillance Camera Parking Lot Electrical Improvements, Project VGMS #19-04pc.

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

D.3.b Evans last action item was the Surveillance Camera Purchase & Installation, Project VGMS #19-03pc, Proposal Approval Ratification. He reported that in light of recent vandalism events, staff deemed it necessary to install additional security cameras on the property.

Staff recommended the Board ratify the Executive Directors decision to accept Griffon Systems, Inc.'s proposal dated July 17, 2019 in the amount of \$7,640.00 for the Surveillance Camera Purchase & Installation, Project VGMS #19-03pc, Proposal Approval Ratification.

MOTION by Mahoney and seconded by Venouziou to ratify the Executive Director's decision to accept Griffon Systems, Inc.'s proposal dated July 17, 2019 in the amount of \$7,640.00 for the Surveillance Camera Purchase & Installation, Project VGMS #19-03pc, Proposal Approval Ratification.

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

Commissioner Kranz asked for an update on the status of the greens and how the golf course is doing. Evans responded sharing that they were able to respond more quickly to the July vandalism incident having already dealt with the previous June episode. He said they are very fortunate to have a local turf vendor that also had the proper equipment to quickly install the turf. Golfers were affected as they could not use those greens for 11 days, and the greens had to be temporarily moved. They greens are now playable but not perfect. Evans reported it will take about two to three months of weekly top dressing to get them back to normal condition.

Executive Director Adams then provided an update on the status of the vandalism investigation.

Commissioner Mahoney asked how the Tee Sheet/POS software was working out for the golf course. Evans shared that they have experienced some struggles with it. He said that while the current provider does a great job in changing consumers' booking behavior, there are elements of their business model that they are less pleased with.

Evans reported that as the golf course continues to recover from the turf disease that hit the course last year, as well as the vandalism incidents, they are trying to keep the public better informed of what is happening. Village Green's

reputation has taken a hit, and they will eventually launch a marketing program once we feel the time is right and the course is ready. In the meantime, the course has posted more Facebook updates as well as daily updates on course conditions page of the Village Greens website.

Evans shared that due to excessive rains in May, the vandalism incidents in June and July, and the excessive week long heat spell in July, there has been a significant decrease in play. He added that a general decrease in industry participation rates and pricing competition also contributed to the decrease. Village Greens only hosted 5467 rounds in July, compared to over 6000 last year and a historical average over 7500. Evans reported that they are projecting an estimated operational loss this season. Executive Director Adams said that the best avenue for funding any potential losses will be from the Fund Balance, and to keep in mind that this amount does not include any of the planned capital projects for the golf course, some of which are infrastructure related including the critical storm sewer system repairs.

Recreation

D.4.a. Superintendent of Recreation Don Ritter began his report with his first action item, Passenger Bus Purchase, CRP #19-10c. Ritter explained that the 2007 thirty (30) passenger seat bus recently broke down on the road again due to compressor issues. The past few years this bus has experienced significant repair costs and has now become unreliable. Since this bus is typically occupied by seniors and kids, reliability and safety are primary concerns. The purchase of a bus has a long lead time and therefore time is of the essence to start the bid/purchase process. The bus is budgeted in the FYE2020 budget. Staff recommends purchasing a similar size, style and quality bus (e.g. 30+/- passenger seats).

Staff recommended the Board authorize staff to bid the purchase of a passenger bus in accordance with the FYE2020 Capital Replacement Program.

MOTION by Mahoney and seconded by Kranz to authorize staff to bid the purchase of a passenger bus in accordance with the FYE2020 Capital Replacement Program.

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

Commissioner Mahoney asked how much a new bus will cost. Ritter said there is \$90,000 budgeted for the purchase, but they anticipate paying about \$85,000 depending on which accessories are included.

D.4.b Ritter's last action item was ARC Janitorial Services Contract, MSP #19-10c, Bid Acceptance & Contract Approval. Ritter reported that bids were received on July 31, 2019 for comprehensive janitorial services at the ARC for the following years:

- FYE2020 (9/1/19 – 4/30/20)
- Optional - FYE2021 (5/1/20 – 4/30/21)
- Optional - FYE2022 (5/1/21 – 4/30/22)
- Optional - FYE2023 (5/1/22 – 4/30/23)

The following bids were received:

- Eco Clean Maintenance, Inc. - \$181,348.00
- Buck Services, Inc. - \$368,494.00

Ritter stated staff checked the apparent low bidder's references to include visiting facilities of work performed to include facilities at various Chicagoland park districts and municipalities. Those reviews provided past and ongoing satisfactory performance.

Staff recommended the Board approve the low qualified bidder Eco Clean Maintenance, Inc. and approve a contract agreement in the amount of \$31,400 for FYE2019-2020, Optional FYE2020-2021 for \$48,513, Optional FYE2021-2022 for \$49,968 and Optional Year FYE2022-2023 for \$51,467 for the ARC Janitorial Services Contract, MSP #19-10c.

MOTION by Venouziou and seconded by Kranz to approve the low qualified bidder, Eco Clean Maintenance, Inc. and approve a contract agreement in the amount of \$31,400 for FYE2019-2020, Optional FYE2020-2021 for \$48,513, Optional FYE2021-2022 for \$49,968 and Optional Year FYE2022-2023 for \$51,467 for the ARC Janitorial Services Contract, MSP #19-10c.

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

President Cohen asked how the winning bid compared to the District last contract. Ritter shared that this bid was slightly higher but nothing significant.

Ritter then updated the Board any various recreation programs and events. He reported that fall enrollment for the WSA House League stands at 291 participants divided up among 25 teams, which is 18 less participants than last year and 60 less than two years ago. Staff will be discussing with the WSA Board why the numbers have significantly decreased and what marketing tools can we use to promote the program. Games are scheduled to begin on August 17th.

Executive Director Adams added that there is a nationwide decrease in team sports and initiatives are being put into place in an effort to increase those numbers. The Park District is looking into some of these options and will bring their findings to the Board.

Ritter said the Woodridge Fall Festival Soccer Tournament will be held on September 20th -22nd at the ARC indoor and outdoor fields. Additional fields may be used if necessary. Currently, 68 teams are registered, which is a significant increase from 45 registered teams last year. President Cohen asked the age divisions and if any teams were from out of state. Ritter shared that teams were U11 and U12 and that were several out-of-state teams registered.

Ritter added Totschool registration is up to 116 students for the coming school season. Last year, 94 students were enrolled. A few more drops from the program are expected due to families taking advantage of the free preschool program offered by School District #68. Totschool Open House is scheduled for August 28th & 29th.

Ritter then shared that registration for Kidz Squad kicked off on July 29th and we currently have 156 participants for After School and 52 more in Before School. Currently, the biggest issue is that due to a lack of staff, a waiting list has been started for more participants. Until more staff is hired, the District cannot register anymore students. He added that there is also an overcrowding issue with the buses used to transport the students from Meadowview and Goodrich Schools to ARC Kidz Squad location. The Park District is working with the School District and will add a second bus to accommodate the overflow. The \$17,000 cost for the second bus will be split between the Park District and the School District.

Ritter closed his report sharing the ARC Fitness membership and daily attendance data.

Aquatics

Assistant Superintendent of Recreation Julie Rhodes opened her report sharing that Cypress Cove's Lifeguard staff was audited by Star Guard on Sunday, July 14th and Saturday, August 3rd. The Lifeguard staff received an overall score of 4 stars for both audits. Skills tested in the audits included scanning, cardiac arrest, unresponsive drowning, spinal management and CPR.

She added that Western Family Fun Day was held on Friday, August 2nd, with 1,098 people attending and that Cypress Cove began modified post season hours on Friday, August 16th. The last day of the pool will be Labor Day. Executive Director Adams added that Cypress Cove rebounded financially after a slow start to the season.

Maintenance

D.6.a Superintendent of Parks & Maintenance, John Karesh, began his report with his first action item seeking Board consideration, Park Bridge Engineering Inspections Project, MSP19-12pc, Proposal Approval. Karesh said the Park District provides and maintains several bridges throughout the park system and that staff performs annual bridge inspections to the best of their ability. With some bridges aging up to 40 years old, staff recommends hiring a structural engineer to inspect the bridges. Staff received two (2) engineering proposals for the sixteen (16) bridge inspections:

- Larson Engineering, Inc. \$4,650.00
- V3 Engineering \$10,980.00

Karesh added the accepted firm will provide a visual observation, inspection and a signed and sealed report by a licensed engineer in the State of Illinois of their findings and recommendations.

Staff recommended the Board accept the low qualified quote submitted by Larson Engineering Inc. in the amount of \$4,650.00 for engineering services of 16 Park District bridges in need of inspections.

MOTION by Mahoney and seconded by Venouziou to accept the low qualified quote submitted by Larson Engineering Inc. in the amount of \$4,650.00 for engineering services of 16 Park District bridges in need of inspections.

AYES: Cohen, Kranz, Mahoney, Venouziou

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

Commissioner Venouziou said the quote was slightly over the \$4,180 budget and asked how the overage was being covered. Karesh said that overage will be covered by the operating budget. Historically, the operating budget has always come in under budget.

D.6.b Karesh moved on to his next action item, the Portable Two Way Radio Purchase CRP19-09PC, Proposal Approval. He shared that the Park District Maintenance department utilizes two-way radios for communication at special events and in daily operations. The Park District's current radios are older and are unable to maintain regular frequency ranges and are in need of replacing in accordance with the Capital Replacement Program. Staff reached out to following three (3) companies for quotes for the purchase of ten (10) Motorola two-way radios:

- Grainger: \$5,209.40
- Tech Wholesale: \$4,850.00
- Illinois Communications Sales Inc. \$3,250.00

Staff recommended the Board accept the low qualified quote submitted by Illinois Communications Sales Inc. in the amount of \$3,250.00 for the purchase of ten (10) Motorola CP 200 radios per the Capital Replacement Program.

MOTION by Kranz and seconded by Mahoney to accept the low qualified quote submitted by Illinois Communications Sales Inc. in the amount of \$3,250.00 for the purchase of ten (10) Motorola CP 200 radios per the Capital Replacement Program.

AYES: Cohen, Kranz, Mahoney, Venouziou

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

D.6.c Karesh moved on to his final action item, Maintenance Facility Interior Office Improvements Project, Furniture & File Cabinet Purchase CDP #18-04c-03, Bid Acceptance & Purchase Order Approval.

Karesh explained that the Maintenance Facility improvement project includes the purchase of six (6) lunch tables, fourteen (14) file cabinets, one (1) file cabinet top and a supervisor desk in the amount of \$14,572.28. Staff requested a proposal from KI, an approved low qualified bidder of the Sourcewell cooperative purchase program.

Staff recommended the Board accept KI as the low qualified bid secured from Sourcewell Cooperative Purchase Program and approve a purchase order in the amount of \$14,572.28 for the Maintenance Facility Interior Office Improvements Project, Furniture and File Cabinet Purchase, CDP #18-04c-03.

MOTION by Venouziou and seconded by Kranz to accept KI as the low qualified bid secured from Sourcewell Cooperative Purchase Program and approve a purchase order in the amount of \$14,572.28 for the Maintenance Facility Interior Office Improvements Project, Furniture and File Cabinet Purchase, CDP #18-04c-03.

AYES: Cohen, Kranz, Mahoney, Venouziou

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

Karesh then moved on to his FYI items which included:

- All soccer fields including Janes Avenue Park baseball fields are being lined and prepped as weather allows for the 2019 fall season. Bleacher and goal placement should be completed by August 15th.
- Staff has been working on weed removals in District playgrounds and ballfields.
- Staff completed the assembly and installation of all the new benches and tables that were purchased for 83rd Street Park.
- Staff is going park site to park site and power washing the shelters and painting as needed. To date, crews have completed Castaldo, Seven Bridges and Echo Point parks.
- The All Village Garage Sale was held Saturday, August 3rd. Maintenance Department crews provided set up, operation staff and teardown for the event.

Karesh ended his report sharing that the Maintenance Supervisor turned in his resignation to pursue a supervisory position at a larger suburban park district. The employee had been with the District since December of 2002. This was a very difficult decision for him but ultimately the opportunity he has will give him the ability to move up.

Marketing

Marketing & PR Manager Megan Romano opened her report sharing that over the last month the department focused on marketing the end of summer events including movies, concerts, Family Fun Day at Cypress Cove and the Mini-Triathlon. Romano then shared that the Marketing department launched a preliminary marketing campaign to just promote the date, time and location of the new Oktoberfest event while the Oktoberfest planning committee finalized the details such as pricing and ticket sales. The full marketing campaign was launched the week of August 5th and includes a Facebook event, WPD home page slide, Channel 6 slide, marquee slides and flyers and posters. The Marketing Department is also seeking event sponsors and designing event staff t-shirts.

President Cohen asked if this was the first time we have done pre-ticket sales for an event. Executive Director Adams shared that when this event was held in the late 1990s and early 2000s, Oktoberfest tickets were pre-sold by the civic groups, not the Park District. Ritter shared that over the past few years we have received requests to bring back Oktoberfest. Adams added that the \$5 and \$10 admission prices include a free beer stein, and that we will be selling Oktoberfest hats, "I Love Woodridge" t-shirts and additional steins on site.

Safety Committee

Julie Rhodes referred to the accident reports in her Board report, and concluded her report noting that the August Safety Brief was distributed to staff.

CONSENT AGENDA

MOTION by Mahoney, and seconded by Venouziou to approve Consent Agenda item 1 for approval of July minutes and Agenda items 2 through 12 for Vendor Payment & Payroll Ratification for a total amount of \$1,463,370.31.

1. Regular Board Meeting Minutes	June 18, 2019
2. Vendor Payment & Payroll Ratification Report (6/14/19 – 7/11/19).....	\$1,375,105.33
3. Doty & Sons Concrete Products, Inc. – 83rd Street Park - Ping Pong tables, Trash/Recycling/Coal Cans, Payout #1 (Final).....	\$15,864.60
4. Living Waters Consultants, Inc. – Triangle Park – Eng. Services, CA#18-07pc, Payout #17	\$1,750.00
5. Living Waters Consultants, Inc. – Town Centre Sled Hill – Eng. Services.....	\$1,073.00
6. NuToys Leisure Products – 83rd Street Park Benches.....	\$8,965.00
7. RJ Thomas Manufacturing, Co.,- 83rd Street Picnic Tables.....	\$6,705.05
8. Sybert Group, Inc., Contractual Landscape Maintenance Services, MSP#19-03c, Payout #2.....	\$3,083.42
9. V3 Construction Group, Ltd. – Triangle Park Restoration Project, CDP#18-01c, Payout #5.....	\$69,365.47
10. Williams Associates Architects, Ltd., CC Program Room Interior Finishes, CA#18-08pc, 11. Payout #2.....	\$9,896.19
12. Williams Architects – Cypress Filtration System Renovation – Eng. Services, CA#18-01pc, Payout #5.....	\$1,455.65

President Cohen requested a roll call.

Upon a roll being called:

- AYES: Kranz, Mahoney, Cohen, Venouziou
- NAYS: None
- ABSENT: Coleman
- MOTION CARRIED

EXECUTIVE DIRECTOR'S REPORT

Executive Director Adams began his report saying he did not have any action items, and moved on to his informational items. Adams shared that at this time he had no updates from the Village regarding the status of the Janes Avenue Tax Increment Financing (TIF) District.

Adams then moved on to the Woodridge Rotary 20th Annual Mini Triathlon Post Event Review. Adams shared after nineteen (19) years of experiencing good weather, the Event's luck ran out this year. The event was progressing for another flawless start, when radar indicated storms with lightning approaching from the Rockford to Dekalb area towards Woodridge around 6:30 a.m. The incident command team comprised of Village, Park District, Police and Rotary officials in addition to race experts from ItsRaceTime and Experience Triathlon in coordination with the Village's meteorologist monitored the weather and made the collective decision to postpone the Main Race from 7:00 a.m. to 8:30 a.m. Based on that decision to delay 1-1/2 hours, resulted in the KiDs Race having to be cancelled.

Notification was sent out via the pre-race designated official notification system (Rainoutline.com) as well as through the Park District's Facebook account. Unfortunately, many registrants did not read the pre-race information/briefing as requested and therefore did not receive the cancellation notification via Rainoutline. That resulted in many negative comments, many of which were geared towards the Park District, since many assume the Park District manages the race and not Rotary. The Rotary Board scheduled a special board meeting to review the matter on the day after to make a final

decision as to whether or not to consider a refund. After much debate, the Rotary Board decided to issue a partial refund to the KiDs Event participants.

The total cost/loss of the refunds is approximately a \$10,500. To lessen the burden on Rotary, so that they can continue to fund their community charitable giving efforts, Rotary proposed and the Park District agreed to waive the District's portion of the net proceeds which is dedicated to fund Rotary's Financial Assistance program that reduces the cost of Park District recreation program registration fees for those Woodridge residents in financial need. The Rotary currently has a substantial fund balance for these restricted funds, and therefore is reasonable to forgo a contribution this year.

Adams added that he would be stepping down as the race director, having held the position since 2007. The Rotary is considering a representative from Experienced Triathlon to become the Race Director. He said he would take the position with the caveat that both the Park District and the Village continued their involvement with the event. The Village will be discussing their involvement. Adams then reviewed everything the Park District does for the event, explained the benefits of being involved and asked the Board for their input. After discussion, the Board concurred that the Park District should continue its involvement.

Adams then discussed Public Act 101-0165 The Equitable Restrooms Act / Illinois Single Gender Bathroom Law. This law which goes into effect January 1st requires notwithstanding any other provision of law, every single-occupancy restroom in a place of public accommodation or public building shall be identified as all-gender and designated for use by no more than one person at a time or for family or assisted use. Each single occupancy restroom shall be outfitted with exterior signage that marks the single-occupancy restroom as a restroom and does not indicate any specific gender. He said staff will be identifying single-occupancy restrooms at District facilities and coordinate replacement signage.

Adams shared that there were no updates on the American Red Cross in conjunction with the Woodridge Police Department's considering the ARC as a Disaster Shelter or Service Delivery Site for the Woodridge area in times of disaster. Red Cross is trying to schedule a tour of the ARC to determine if it's suitable or not. Staff will keep the board informed as additional information becomes available.

Adams deferred to Ritter to update the Board on the WAA affiliate agreement. Ritter shared that WAA discussed the agreement at their August meeting and only had four or five minor comments/changes. He says the goal is to present the final agreement for Board consideration at the September meeting.

Adams then discussed the Celebrate Woodridge Parade, scheduled for Saturday morning, September 28, at 9:00 a.m. He reviewed the route as well as the street closures. He said staff is currently developing the District's float submissions and suggested some ideas to the Board. He added that the Grand Marshalls have yet to be selected.

Adams closed his report discussing an item not included in his report, allowing dogs into the tennis courts. He shared that the Park District tennis courts have always been multi-use, also being used for pickleball, skateboarding, dog run, tennis soccer and other activities. A resident near Forest Glen Park has reached out to the Park District complaining about dogs being allowed in the tennis courts. He has requested that the Park District post a sign at the courts saying that dogs/animals are prohibited on/inside the courts. Adams asked the Board for their input. He said there are options, including posting signage that states that if someone shows up to play tennis, the pet owner needs to vacate the court. He said that Staff is in the process of developing "rules" signs for the tennis courts and that this could easily be added. Commissioner Venouziou asked if dogs have ever caused any damage and Adams said that he has never seen any. After discussing, the Board agreed that pets should not be allowed on the tennis courts and signage should be put into place.

COMMITTEE REPORTS

SEASPAR

No report

Jubilee

Rhodes shared that they are still projecting final numbers.

PDRMA

Adams shared that the Park District received a Learn Alert from them regarding the Equal Pay Act, addressing what we can and cannot ask on our job applications regarding pay history. Pay history questions will need to be removed from the application.

EX-OFFICIO REPORT

Plan Commission

No report

Chamber of Commerce

Commissioner Kranz reported that the Taste of Seven Bridges Event on August 8th at the Seven Bridges Golf Course was a huge success and sold out.

Affiliated Athletic Associations

Already covered in Executive Director's report.

OLD BUSINESS

None.

NEW BUSINESS

None

EXECUTIVE SESSION

At 8:22 p.m., MOTION by Mahoney and seconded by Venouziou to adjourn to Executive Session.

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

AYES: Kranz, Mahoney, Cohen, Venouziou

NAYS: None

ABSENT: Coleman

MOTION CARRIED

RECONVENE OPEN SESSION

The Regular Board Meeting of August 20, 2019 reconvened at 8:46 p.m. Upon a roll of Commissioners being called, the following were Present: Cohen, Hohnke, Mahoney, Venouziou, Kranz. Absent: Coleman.

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 regular board meeting at 8:46 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted.

A handwritten signature in cursive script that reads "Jack C. Mahoney". The signature is written in black ink and is positioned above a horizontal line.

Jack Mahoney, Secretary