

WOODRIDGE PARK DISTRICT
Regular Board Meeting
June 18, 2019



President Cohen called the Regular Meeting of the Board of Commissioners to order at 6:34 p.m. Upon a roll of Commissioners being called, the following were present: Cohen, Coleman, Kranz, Mahoney and Venouziou. Absent: None. Staff present: Adams, Evans, Karesh, Knitter, Pettit, Rhodes, Ritter, Webber.

OTHERS PRESENT: Mr. Elias Gonzalez 3412 63rd Street, Woodridge; Mrs. Kim Schopp 6408 Dean Drive, Woodridge; Angie McGrath, ARC Facility Manager, Woodridge Park District; Colleen Meyering, Woodridge Park District Intern

PUBLIC HEARING

A Public Hearing concerning the approval of the Budget & Appropriations Ordinance for the Fiscal Year beginning May 1, 2019 and ending April 30, 2020 was called to order at 6:35 p.m.

President Cohen stated the reason for the budget and appropriations ordinance was to set the upper limit on what may be spent during the fiscal year subject to availability of sufficient funds.

President Cohen asked the Board of Commissioners or staff if they had any comments or concerns they would like to present.

Executive Director Adams said that two matters have come up since the board budget workshop in April.

The first issue is the Cypress Cove filter tanks. As previously reported to the Board back in 2017, the 22 year old filter tanks are showing signs of deterioration indicating their useful life has been reached or nearly reached. After reviewing the conditions of all the tanks with the District's consultant and a contractor back in Fall 2017, it was decided to approach the replacement in phases based on the assessment of each individual tank. It was determined that the Phase 1 priority was to replace the plunge pool and the program pool (reused Hobson Pool filter) filters. Therefore, the District budgeted and bid the Phase 1 scope of work out this past spring for a post season 2019 installation project. Adams continued, saying that a recent inspection of the Main pool filter tank in a hard to reach area showed significant signs of major exterior deterioration. Staff reviewed with the aquatic engineer and they determined that those remaining filters should be replaced as well.

Adams reported that Staff is waiting for the aquatic engineer's estimate to replace these units, but it could cost in the area of \$500,000+/- . Previous discussions with the Board entailed the plans to try and extend the life of the two units for another 3-5 years. However, based on the updated condition recently revealed, the engineer recommends replacing ASAP. Since, the Phase 1 replacement for the Plunge/Program pool filters is under contract to be installed following the season, staff recommends the Phase 2 replacements for the Main & Lazy River pools be completed simultaneously to ensure there are no issues next season. In order to do this, the District would need to contract with the engineer to complete the engineering, construction drawings and specifications ASAP; bid the project and schedule work after the facility closes for the season. Adams added that the ideal situation would be that the contractor who is completing the Phase 1 work would also be the low qualified bidder for Phase 2, since they will already be mobilized on site and that could save money. However, if there are two different contractors working on the filters simultaneously, it could be a construction management issue but would have to be managed accordingly. The key is get the filters replaced before the start of the 2020 season because if these filters go out in the middle of the season it could be devastating to overall operations. Adams said staff recommends amending the current pending budget and adding these expenses to the budget that will be presented for Board consideration to approve at the July board meeting.

Commissioner Mahoney asked that if the filters were to go out during the season how long would Cypress Cove be down and what parts of the facility would we lose. Adams said it depends on if it is an emergency as determined by state statute. If it is an emergency they can fix right away, if not considered an emergency, the park district would have to go

out to bid, acquire the necessary permits and wait between 10-15 weeks for the filters to be manufactured. He said this could shut down parts of the facility for months including the main pool which is the largest body of water.

The second issue Adams discussed was the consideration to hire for a New Full Time Maintenance 2 Position to fulfill the need for labor previously proposed to be filled by permanent part time labor. Attempts the past couple of years to hire qualified permanent part time labor have been difficult, but the need for the labor to meet resident maintenance expectations remains high. Adams added that when you analyze the District's labor force, there has been a minimal increase in labor over the past 15 years, considering the number of properties, acreage and facilities added during that same time frame. This has created an additional burden to the maintenance department and backlog of maintenance tasks. He said that while staff has always been conscious about trying to manage the budget to minimize additional full time staff, the workload is now at a point that we must reconsider appropriate labor needs. Adams said that in order to cover the difference in salary & benefit costs versus the unfilled PPT1 positions, staff would consider revising various budget line items in the Corporate Fund. If the Board agrees on the concept then staff will assess the budget to determine if the added expense can be covered.

Adams closed his report by saying that staff had not received any written testimony.

President Cohen stated all persons desiring to be heard will have the opportunity to present written or oral testimony.

Mr. Elias Gonzalez requested that the track memberships at the ARC be free for seniors and for veterans. He said the Board was given options at the May board meeting regarding the memberships, and that the Park District should "just do it" and then worry about the budget after you see the results.

There being no additional oral testimony, there was a MOTION by Coleman and seconded by Mahoney to adjourn the Public Hearing.

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

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

PUBLIC PARTICIPATION

President Cohen opened the meeting to public participation. Adams noted that ARC track membership issue that Mr. Gonzalez brought up earlier would be addressed during the Recreation Report later in the meeting. Mr. Gonzalez noted that no matter how inexpensive the Park District makes the track memberships, it will still be a deterrent to seniors and veterans.

PRESIDENT'S REPORT

President Cohen opened his report offering congratulations to Jamie Jimenez-Contreras for five years of service with the Woodridge Park District as seasonal maintenance employee at Village Greens Golf Course.

Cohen closed his report announcing that Kim Schopp, the Board Recording Secretary, turned in her letter of resignation and asked Adams to say a few words about Schopp. Adams acknowledged and thanked her for her 16 years of service to the Park District previously serving as a tot school teacher, Kidz Squad Director and the Board Recording Secretary.

President Cohen made the motion at 6:45 p.m. for a temporary recess to have refreshments in honor of Schopp's last meeting.

President Cohen reconvened the meeting at 6:53 p.m.

Finance

Superintendent of Finance & Personnel Chris Webber began his report stating that the auditors will be on site the week of July 4th for final fieldwork. Staff is currently working through the requested items list and will have everything completed on time by the end of the month. An initial draft of the report will be available in August and the final report will be presented in October.

Webber then reported that tax collections for the 2018 Tax Levy are starting to be received as residents' taxes are due June 1st and September 1st. To date, the Park District has received about \$3.5M which is just over 50% of the levy.

Webber reported that Human Resources staff has been busy the past several weeks inputting all the new seasonal employees. Staff also spent a large amount of time entering new pay rates for the 2020 Fiscal Year, calculating back pay related to the rate changes and ensuring all calculations are correct. Employees began to see those changes with the June 4th payroll.

Webber then shared that Staff had demonstrations for two online application software programs - Frontline and NeoGov. Both systems have positives and negatives and staff will spend the next few weeks reviewing them and hope to have a recommendation for the board at the July or August meeting. Either program would help streamline the job application process as the process still involves a lot of paperwork.

Webber closed his report reporting that SNI has completed the onboarding of the remote monitoring and management of the District's network systems. The Superintendent of Finance and IT Coordinator will have access to the monitoring portal to assess overall network performance. As data is collected Sterling will send the District reports and determine where the network may not be performing at an optimal level.

Planning

E.2.a. Superintendent of Planning & Development, Jenny Knitter, began her report with the first action item, Community Center Program Room Interior Finishes, CDP #19-04c. This construction implementation includes furnishing and installation of luxury vinyl tile (LVT) flooring, rubber base and stair treads, wall paint, cabinetry casework and counter tops, and plumbing (restroom and sink modifications) to the stairway, old preschool rooms, Sycamore Room, and new preschool rooms in the lower level. Alternate Bid No. 1 is for the addition of tile backsplashes in three (3) locations.

Bids were opened on Thursday, June 13th at 10:00 a.m. as follows:

<u>Contractor</u>	<u>Base Bid</u>	<u>Alternate Bid #1</u>
Romaas, Inc.	\$122,900.00	\$3,400.00
Orbis Construction Co., Inc.	\$136,000.00	\$3,500.00
Reef, L.L.C.	\$173,872.72	\$3,500.00

Knitter noted that a budget was earmarked for this project prior to being able to meet with the Architect and receive an opinion of probable cost. The Architect's opinion of probable cost was \$144,127. She also noted that two of the three bidders were below that projection. In order to proceed with the project, funding for the remaining project need of \$36,300 would be funded out of the Capital Development Budget.

Staff has checked references for Romaas, Inc. and all were satisfactory.

Staff recommended the Board accept Romaas, Inc., as the low qualified bidder and approve a contract in the amount of \$126,300.00 based on the Contract Base Bid and Alternate Bid No. 1, for the Community Center Program Room Interior Finishes Project, CDP #19-04c.

MOTION by Mahoney and seconded by Coleman to approve a contract in the amount of \$126,300.00 based on the Contract Base Bid and Alternate Bid No. 1, for the Community Center Program Room Interior Finishes Project, CDP #19-04c.

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

E.2.b. Knitter's next action item was the 2019 Summer Tree Maintenance Services, MSP#19-07pc. Knitter stated that the District requested proposals for various tree work at six (6) park sites. The work includes removing existing dead trees and dying trees, as well as removing trees in a state of failure, that if they fail, could damage Park District property, neighbor's property or even park users. The park sites included:

1. Castaldo Park, Remove five oaks, remove spruce near homes, remove 2 elms on north side, prune one oak near port-a-john.
2. Meadowview Bike Path, Prune one honey locust and one silver maple, remove 3 cherries, one mulberry and one pine
3. Echo Point Park, Remove 2 oaks and prune 7 oaks (The work at this site needs to be completed by July 26, 2019.)
4. Lake Harriet, Prune one oak and remove one willow.
5. Falconridge, Remove fallen willow
6. Ides Legacy, Remove tree numbered 630, 631, 668, 681 and prune trees 673 and 685 and grind one additional stump.

Staff requested proposals from six (6) contractors and received the following:

<u>Contractor Name</u>	<u>Costs</u>
Family Landscaping & Tree Werks, Inc.	\$15,290.00
Steve Piper & Sons	\$17,350.00
Davey Tree Expert Co.	\$17,922.00

Knitter reported that Family Landscaping & Tree Werks, Inc. completed tree removal and pruning work for the District in the Fall of 2018 and also completed work for other area park districts.

Commissioner Kranz stated that she went to several of the park sites and asked questions about some of the trees and why they were scheduled for removal. Knitter reported that Chris Pollack, the Park District's Natural Resource Manager and Certified Arborist, explained that during the assessment process they look at the overall condition to include the lean of the trees and the width of the tree, as well as how many branches it has on it. If a tree has more branches towards the top and not the bottom, there is a very high likelihood that the tree could be blown down during a storm.

Commissioner Coleman asked if the Park District replaces a tree every time one is removed and Executive Director Adams explained that it can vary based on the park design and other factors such as overcrowding of trees within a specific area that would impact growth of other trees.

Commissioner Cohen asked if there was any value in recycling or repurposing the wood from the trees and Knitter said she would research the possibilities.

Staff recommended the Board accept Family Landscaping & Tree Werks, Inc. as the low qualified proposal and approve a contract in the amount of \$15,290.00 for the 2019 Summer Tree Maintenance Services Project, MSP#19-07pc.

MOTION by Mahoney and seconded by Venouziou to accept Family Landscaping & Tree Werks, Inc. as the low qualified proposal and approve a contract in the amount of \$15,290.00 for the 2019 Summer Tree Maintenance Services Project, MSP#19-07pc.

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

E.2.c. Knitter's next action item sought Board approval for the purchase of Dump Truck Purchase, MSP#19-11c for the PDNRM Department. Knitter stated for the past year, staff has been coordinating use of Maintenance Fleet to utilize a dump truck for use by the Landscape Specialist. The situation has not been ideal, since the Maintenance Department has similar needs for the same truck that have resulted in situations where the Landscape Specialist staff has been without a truck/vehicle. It is the goal of the District to have the Landscape Specialist work with crews to accomplish regular maintenance tasks throughout the parks resulting in the need for a vehicle every day and capacity to haul materials. Therefore, in FYE 2020 staff budgeted for this additional dump truck purchase.

Staff reached out to Sourcewell (formerly known as National Joint Purchase Alliance), who provided a competitively bid price. Utilizing Sourcewell saves the District time and money by combining the buying power of more than 50,000 government, education, and nonprofit organizations. Sourcewell holds hundreds of competitively solicited cooperative contracts ready for use and provided the following pricing:

New 2019 Ford Super Duty F-350 DRW (X3c) XL @ WD Supercab 8' Box with 8.5' Dump

- National Auto Fleet Group \$43,123.24

MOTION by Kranz and seconded by Mahoney to accept National Auto Fleet Group as the low qualified bid secured from Sourcewell Cooperative Purchase Program and approve a purchase order in the amount of \$43,123.24 for the purchase of 2019 Ford Super Duty F-350 Supercab Dump Truck Purchase, MSP #19-11c.

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

E.2.d. Knitter's next action item sought approval of a change order related to the 83rd Street Park Development Project, CDP#18-03c. Knitter reported that Change order #2 consists of the four (4) items related to the water service for the new drinking fountain. The changes were a field modification requested by staff upon the discovery of an existing 2" copper water service running beneath 83rd Street. The line had originally been part of the water service for the park district maintenance facility, but was abandoned upon its demolition in the early 2000s.

Staff recommended the Board approve Change Order #2 to D&J Landscape, Inc.'s contract for a net decrease of \$45.00 for the 83rd Street Park Development Project, CDP #18-03c for revisions of work related to the water service.

MOTION Coleman and seconded by Mahoney to approve Change Order #2 to D&J Landscape, Inc.'s contract for a net decrease of \$45.00 for the 83rd Street Park Development Project, CDP #18-03c for revisions of work related to the water service.

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

E.2.e. Knitter's last action item sought approval of a change order related to the Triangle Park Restoration Project – Engineering Consultant Services, CA#17-04pc. Knitter reported that this is Change order #1 for the project and is an add in the amount of \$11,357.90 and consists of the six items related to additional engineering services required during the Village permitting process.

Knitter added that the Resolution recognizing this change order will be included in the Director's Report portion of the meeting based on the value exceeding the statutory amount. Executive Director Adams added that these changes will be submitted for grant reimbursement, so the District will not be absorbing all the change order costs.

President Cohen asked how much has been received in grants for the Triangle Park Restoration Project and Knitter and Adams said it was around \$700,000. Knitter will provide the final amount within the next few months. Adams reminded the Board that while the area looks barren now, the restoration process can take approximately two to three years before the vegetation looks lush and the way it was intended.

Knitter continued her report with the following items:

Forest Glen Park – Pickle ball Line Painting Project, MSP#19-06pc

Knitter reported that Pickle ball painting was completed on May 30th. The project has been well-received and players are actively using the court.

Triangle Park Restoration Project, CDP #18-01c

Knitter stated that turf restoration was completed in June in all areas disturbed by construction, and the installation of native plugs, trees and shrubs were completed the week of June 4th. Staff is currently working with grant administrators and the project engineer to finalize paperwork submittals for grant reimbursement.

Town Centre Sled Hill Development, CDP #19-01c, Donation Agreement

Knitter reported that Staff submitted for permit to the Village on May 29th and that contractor has contacted staff and is ready to begin soon. Knitter said that Executive Director Adams' report will include additional information about the project. Knitter added that staff is working with Living Water Consultants and there will be additional consulting fees related to Town Centre as well especially because we are going into permitting process. She will keep the Board up to date on any potential additional expenses.

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

Knitter said the week of June 4th the Park District received approval from the Village regarding permitting and the minor amendment to the PUD. Staff was also informed by the DCEO grant administrator that a one year extension (June 2020) was awarded for the grant funds. Staff is currently working with the contractor to re-establish a project schedule for construction this summer.

Fitness Court – 2019 National Fitness Campaign / Site Location Commitment

Knitter shared that the Marketing Staff reached out to Amita Health regarding an opportunity to become a project sponsor for the Fitness Court. Although they are interested in other sponsorship opportunities with WPD, they fitness court was not a project they were interested in sponsoring. On June 4th, Staff presented the project to the Woodridge Rotary Club for their consideration in becoming a Fitness Court Sponsor, as well.

Timbers Edge – Ides Grove West – Park Planning Committee

Knitter said that Staff continues to work on finalizing a park master plan. Later this month, Staff will share the final master plan with the neighbors for comment. Staff will present those comments and the Final Master plan for Board consideration at the July Board meeting.

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

Knitter shared that work is nearing completion at 83rd Street Park. To date the contractor has seeded all turf and native planting areas of the site. The contractor anticipates completion of the project including the final concrete pour the week of June 17th, weather permitting. Staff will be reviewing the work completed and issuing a punch list for outstanding items.

Natural Resource/Landscape – Project Updates

Knitter reported that the Natural Resources/Landscape department completed the following this month:

- Management of Landscape Maintenance Contract

- Prepared Tree Work RFP
- Training of Seasonal Staff
- Continuing pond treatments at Lake Harriet and Ides Grove East
- Landscape beds were cleaned up and mulched in parks including Lake Harriet, Community Center, Lake Carleton, Janes Ave, Castaldo, and Westminster
- Watering newly installed plants and annual
- Worked with SWAP (Sherriff's Work Alternative Program) to remove garbage and fallen trees at Boundary Hill Woods, Timber's Edge and Hawthorne Hill Woods
- Viburnums were treated for the viburnum leaf beetle at Forest Glen, Caddie Corner, Mending Wall, Windy Point and Falconridge
- Herbaceous weeds in natural areas were treated Lake Carleton, Ides East, Ides West Timber's Edge, Windy Point, Lake Harriet, Pond 54 and Town Centre site
- Brush removal has been started around the pond at the Peters/Rutgers basin
- Preparations for hydro-seeding natural areas has started at Lake Harriet and Water Tower Reserve Outlot C
- Dead trees were removed from the Community Center, Forest Glen, Hobson Corner and around Lake Harriet (9)
- New landscaping was installed around the sign at Castaldo Park and around the playground at Caddie Corner
- Landscape replacements were installed at the Community Center, Hobson Corner, Ides East, Orchard Hill and Janes Ave Parks.
- Trees were marked for removal for the new sled hill
- Canada goose egg adding permit report was submitted to the IDNR

Knitter added that job openings have been posted for the Landscape Specialist and 2 permanent part time positions (25 hours / week) to assist our Landscape Specialist and Natural Resource Manager.

When Knitter completed her report, President Cohen asked if all the seeding was completed at 83rd Street Park and what the time table was "opening" the park. Knitter reported that the seeding has been completed and Adams added the District typically waits two full growing seasons before opening it up to ensure healthy turf, so staff anticipates the park will be ready for full use the Summer of 2020.

Commissioner Venouziou asked if the installing the Fitness Court was contingent upon the Park District getting sponsors. Knitter said the Park District did budget enough to complete the project independently without sponsorships. She added, the National Fitness Campaign is willing to postpone the project until next year if the District delay the project until sponsors were obtained. The issue is that we have to get solid sponsors in place by August of this year if we want to keep the project on pace with the FY19-20 budget, beyond that the project gets pushed into FY20-21. Adams added that the Woodridge Rotary Club has expressed interest in being a sponsor but is not sure for what amount at this point.

Golf Course

E.3.a. Golf Manager Brandon Evans began his report with an action item regarding Greens Sod Replacement Project, VGMSP #19-01pc. Evans shared that for the second year in a row, Village Greens has experienced vandalism on two of the greens. On Friday, June 7th, the Course Superintendent was maintaining greens and noticed an unusual pattern on #10 green which resembled the early signs of turf death via chemical application that staff similarly witnessed shortly after the various greens were vandalized last year. By Sunday afternoon, June 9th the green conditions worsened. Staff contracted with a lab to pull samples from the affected area to confirm the substance that caused the turf death, which is assumed to be glyphosate.

Evans added that due to the random spray pattern and footprints tracking through the spray pattern (among other things), they know that the damage was not the result of staff error or the improper application of a chemical. This damage was intentional and very targeted. He said the person who did this knew what they were doing and only sprayed within the green limits. Evans further explained that it could not have been an "over spray" error by the staff because they maintain very detailed notes of everything that is sprayed on the greens. The previous spraying of the greens prior to the vandalism was two weeks prior. Additionally, when the golf course sprays they use a boom sprayer which is very linear and has a unique coverage pattern.

Evans continued that the damage was not done just by a spray bottle – judging from the size of the patches the person used a pump sprayer or a backpack sprayer. The damage was so extensive that they had to re-sod half of green #10 and half of green #11.

Evans said a police report was immediately filed and a claim was placed to PDRMA. PDRMA “rushed” the claim and approved within four days and on June 17th a vendor came out and re-sodded the damaged greens within in six hours. He added that the putting surfaces should be playable in 7-10 business days. He believes it should not present too much of an issue in terms of loss of playability.

Staff recommended the Board ratify the Executive Director’s approval of Green Source, Inc.’s proposal in the amount of \$20,000 to purchase and install 5,000 SF of sod.

MOTION by Mahoney and seconded by Venouziou to ratify the Executive Director’s approval of Green Source, Inc.’s proposal in the amount of \$20,000 to purchase and install 5,000 SF of sod.

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

President Cohen asked what PDRMA is covering. Evans reported that the Park District pays a \$1,000 deductible and PDRMA will pay the remaining \$19,000.

Commissioner Mahoney asked if the Park District is looking into adding video cameras on the course. Evans said that they are meeting with vendors for options, but that a big obstacle is finding a power source on the course. He said some of the irrigation boxes carry 110V electricity but don’t know yet if we can tap into them. Also need 24 hour recording if you want to catch anything.

Evans reported that due to the extremely wet weather in May, Village Greens only hosted 2,510 rounds during the month, elaborating that there were only seven “normal” days of play and measurable rain 14 of the last 16 days of the month. He said that June was off to a slow start but now the course is in good shape and they are getting better reviews.

Recreation

E.4.a. Superintendent of Recreation Don Ritter began his report with his first action item, revising ARC Track Membership Fees for Resident Seniors. Ritter said that at the May Board Meeting staff presented comparable data of fees from Chicagoland area park districts for Board review and discussion, and that Board directed staff to further assess the impact of reducing the fee comparable to market rates of comparable facilities.

Ritter then reported that in order to bring the Annual Track Membership Fee for Seniors in line with the current market and District revenue policy, the Board consider revising the Senior Resident fee from \$100/year to \$50/year and the Senior Non-Resident fee from \$125/year to \$75/year. He said based on current membership totals, the revised fee would reduce revenue by \$2,650.00/year, and added, however, that the reduced fee may give the opportunity to increase membership sales. If approved, the revised fee is recommended to go into effect on September 1, 2019.

Staff recommended the Board approve the revised ARC Track Annual Membership Fee for Resident Seniors effective September 1, 2019 from \$100/year to \$50/year and the Senior Non-Resident fee from \$125/year to \$75/year.

MOTION by Kranz and seconded by Coleman to revise ARC Track Annual Membership Fee for Resident Seniors effective September 1, 2019 from \$100/year to \$50/year and the Senior Non-Resident fee from \$125/year to \$75/year.

AYES: Cohen, Coleman, Kranz, Mahoney, Venouziou

NAYS: None
ABSENT: None
MOTION CARRIED.

E.4.b. Ritter moved on to his second action item, Laser Tag Equipment Purchase, MSP #19-09pc, Proposal Acceptance & Purchase Order Approval. Ritter stated that the Park District ARC is always looking for new, creative and unique programs for the community, and feel that laser tag provides a lot of new program options. It can be utilized in weekly programs, offered as a birthday party or group rental package, or as part of our general program opportunities such as a summer camp activity. Ritter confirmed that this is the same equipment staff tested in December at the All Staff meeting and it was very well received. He said the purchase price does not include the cost of the inflatable barriers that will be purchased from a different vendor at a later time at an estimated cost of \$3,500, and this falls in line with the budget.

Staff recommended the Board approve the proposal from Adventure Sports HQ Laser Tag dated and approve a purchase order in the amount of \$12,971.00 for the purchase of a Laser Tag Equipment as budgeted in the FYE2020 Capital Development Program, pending legal counsel review of the terms and conditions of the agreement.

Ritter added that legal counsel reviewed the terms and conditions earlier in the day and that the vendor accepted all revisions made by counsel.

MOTION by Coleman and seconded by Mahoney to approve the proposal from Adventure Sports HQ Laser Tag dated and approve a purchase order in the amount of \$12,971.00 for the purchase of a Laser Tag Equipment as budgeted in the FYE2020 Capital Development Program.

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

Commissioner Venouziou asked if anyone needs to be trained on the equipment. Ritter said that Athletic Supervisor Brad Keene was trained and will train other supervisory recreation staff.

E.4.c. Ritter's final action item was to bid the ARC Janitorial Services for the Athletic Recreation Center, MSP #19-10c. He reported that due to the termination of the janitorial services contract with Alpha Building Maintenance Services due to default of various contract terms effective June 15, 2019, staff seeks to bid the janitorial service requirements for the Athletic Recreation Center. He added that staff is working together to identify the cleaning requirements for the short-term until a new contract can be approved.

Staff requested Board authorization to bid the ARC Janitorial Services for the Athletic Recreation Center, MSP #19-10c.

MOTION by Coleman and seconded by Mahoney to bid the ARC Janitorial Services for the Athletic Recreation Center, MSP #19-10c.

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

Ritter presented the 2019 Kids Dialogue Report, which included verbatim answers, spelling errors included, of the 6th grade students' answers to questions posed to them. Julie Rhodes elaborated that program is a joint effort with the Village of Woodridge.

Ritter said the first Concert-In-The-Park series was scheduled for June 19th at Lake Harriet, and that the first

Movie-Under-The-Moon event was held June 7th at Sunnydale Park.

Ritter then reported that Adventure Camp and Trek & Travel Camp started on June 3rd. Adventure Camp had 95 kids registered for the first session (72 last year) and Trek & Travel had 37 enrolled (39 last year).

Ritter said the 8th annual Skatepark Contest was held on May 31st with only 8 participants. Staff indicated there was a large crowd of spectators, but much smaller participation this year compared to last year's total of 19 registrants.

Ritter reported that the annual Fling into Spring Disc Golf Tournament on May 11th had 20 participants this year compared to the average of 11-13 participants over the last few years.

Ritter ended his report with staff updates, congratulating Megan Pettit, Public Relations and Marketing Manager, on her 12th anniversary on June 18th and Barb Larocco, Fitness Manager, on her 3rd anniversary on June 13th. He then introduced Colleen Meyering, from the University of Illinois, who started her summer internship with the Park District on May 28th.

Aquatics

Assistant Superintendent of Recreation Julie Rhodes opened her report sharing that there was leak in the body flume slide plunge pool but it was temporarily repaired to get through the end of the season. Once that leak was plugged and they filled the pool, a second leak in one of the body flume slide water supply lines was detected, as well a locked-up pump. Executive Director Adams added that they were able to make the repairs for about \$8,000.

Rhodes added that due to the weather the facility is off to a slow start but the weather is getting nicer. She added Swim lessons began June 10th, first Teen Splash Bash was held Saturday, June 1st, swim team began Tuesday, May 28th and Family Fun day is scheduled for Friday, August 2nd.

Maintenance

E.6.a. John Karesh began his report with an action item seeking Board approval for a 2019 - 72" Wide All-Purpose Rotary Mower Purchase, CRP #19-04c.

Karesh noted the District's 2012 Toro 360 Grounds-master mower is scheduled for replacement per the Capital Replacement Program and it repair costs have increased the past couple of years. He said the recommended mower is available from Toro Company via the Toro authorized local distributor Reinders as determined as the low qualified bidder obtained through the Sourcewell Coop purchase program, which results in a great savings for the District.

Staff recommended Board accept the low qualified bid submitted by the Toro Company secured through Sourcewell Cooperative Purchase program and approve a purchase order to Reinders, a Toro Company authorized dealer, in the amount of \$26,026.26 for the purchase of a 2019 Toro 3280-D 4wd mower to include seat and weight kit accessories per the Capital Replacement Program.

MOTION Kranz and seconded by Mahoney to accept the low qualified bid submitted by the Toro Company secured through Sourcewell Cooperative Purchase program and approve a purchase order to Reinders, a Toro Company authorized dealer, in the amount of \$26,026.26 for the purchase of a 2019 Toro 3280-D 4wd mower to include seat and weight kit accessories per the Capital Replacement Program.

Karesh noted that price for the Toro 360 was considerably less than what was budgeted and that the extra funds will be re-allocated back to the Capital Replacement Program.

Karesh reported that Seasonal Maintenance staff positions are nearly full, and that with the rainy weather, April and May were difficult to keep pace for the mowing crews. They are now all caught up with mowing. He reported that Hobson Splash recently opened. The normal Memorial Day opening was delayed due to electrical sensor problems and wiring issues.

Karesh closed his report saying that staff worked with Cypress Cove on initial opening day items, the set up and take down of Jubilee and will begin working with the Woodridge Special Events Committee on the annual July 4th Picnic.

Marketing

Megan Pettit opened her report sharing that updates and changes had been made to Cypress Cove website. Last summer they hired a videographer to take action shots at Cypress Cove as well as drone shots, and were able to use the footage to make a 30 second looped video that is on the Cypress Cove website. This video will also be used as a template to add audio and a voiceover for the Comcast commercials and AMC movie theatre advertising in late June-late July.

For the 2019 Jubilee, Pettit added that Marketing staff brought in \$8,750 in sponsorship dollars and they created new sponsor banners and event signage to be placed on site with existing banners.

Pettit closed her report saying that new this year, the Marketing Department ordered sidewalk marketing stickers to promote the Summer Concert Series and Movies Under the Moon. Staff will install these 3' round vinyl stickers coated with a nonskid texturized laminate on concrete sidewalks and asphalt bike paths to test the durability and longevity of the product on two different mediums.

Commissioner Kranz added that the beer koozies seemed to be a big hit at the Jubilee. Pettit agreed and added that due to the overwhelming positive response from the green "I Love Woodridge" t-shirts that staff was wearing, staff will be ordering the t-shirts to sell at future events.

Safety Committee

Julie Rhodes stated (30) camp staff completed CPR/AED training in May.

Rhodes concluded her report noting that the June Safety Brief was distributed to staff.

CONSENT AGENDA

MOTION by Kranz, and seconded by Mahoney to approve Consent Agenda item 1 for approval of minutes and Agenda items 2 through 12 for Vendor Payment & Payroll Ratification for a total amount of \$934,094.00.

1.	Regular Board Meeting Minutes	May 21, 2019
2.	Vendor Payment & Payroll Ratification Report (5/17/19 – 6/13/19)	\$934,094.00
3.	D & J Landscape, Inc.– 83rd Street Park Development Project, CDP#18-03c01, Payout #5.....	\$87,295.95
4.	ENCAP, Inc. 2018/19 Woody Invasive Species Removal Project, MSP#18-13c Payout #6 (Final)	\$2,505.00
5.	Living Waters Consultants, Inc. – Triangle Park – Eng. Services, CA#18-07pc, Payout #16.....	\$2,750.00
6.	Living Waters Consultants, Inc. – Town Centre Sled Hill – Eng. Services.....	\$2,097.54
7.	Semper Fi Land Inc., Timbers Edge Invasive Removals Project, MSP#18-08pc, Payout #2 (Final)	\$1,130.00
8.	Sybert Group, Inc., Contractual Landscape Maintenance Services, MSP#19-03c, Payout #1	\$3,083.42
9.	US Tennis Court Construction Co., Pickle Ball Line Striping, Payout #1 (Final).....	\$1,400.00
10.	V3 Companies, Ltd. – 83rd Street Park – Eng. Services, CA#18-07pc, Payout #8	\$270.00
11.	V3 Construction Group, Ltd. – Triangle Park Restoration Project, CDP#18-01c, Payout #4	\$5,465.92
12.	Williams Associates Architects, Ltd., CC Program Room Interior Finishes, CA#18-08pc, Payout #1.....	\$202.25

President Cohen requested a roll call.

Upon a roll being called:

AYES: Kranz, Mahoney, Cohen, Coleman, Venouziou

NAYS: None
ABSENT: None
MOTION CARRIED

EXECUTIVE DIRECTOR'S REPORT

G.1.a. Executive Director Mike Adams began his report requesting Board consideration to approve a resolution Authorizing the Secretary to Make Certain Closed Session Meeting Minutes Available for Public Inspection.

Adams stated that per the Illinois Compiled Statutes, the Board is required to review closed session minutes on a semi-annual basis. Typically, the Park Board reviews closed session minutes at the June and December Board meetings. Adams noted that this Resolution identifies the closed session minutes authorized or not authorized by the Board for public inspection, and added that there are none.

Staff recommended the Board approve Resolution No. 19-13, a Resolution Authorizing the Secretary of the Board of Commissioners to Make Certain Closed Session Meeting Minutes Available for Public Inspection.

MOTION by Mahoney and seconded by Venouziou to approve Resolution No. 19-13, a Resolution Authorizing the Secretary of the Board of Commissioners to Make Certain Closed Session Meeting Minutes Available for Public Inspection.

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

G.1.b. Adams next action item was a Resolution Regarding Destruction of Verbatim Record of Certain Closed Meetings.

Adams stated that per the Open Meetings Act of the Illinois Compiled Statutes, the Board may destroy verbatim recordings eighteen months after completion of the meeting subject to the closed session minutes being approved. The closed session minutes were previously approved per Resolution No. 18-21 and are not subject to any administrative or judicial proceedings.

Staff recommended the Board approve Resolution No. 19-14, a Resolution Regarding Destruction of Verbatim Record of Certain Closed Meetings.

MOTION by Mahoney and seconded by Venouziou to approve Resolution No. 19-14, a Resolution Regarding Destruction of Verbatim Record of Certain Closed Meetings.

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

G.1.c. Adams moved on to his next action item, Resolution No. 19-15, A Resolution Authorizing a Change Order or Series of Change Orders in Regard to the Triangle Park Restoration Project – Engineering Consultant Services, CA #17-04pc (Living Waters Consultants – Change Order #1), Involving an Increase or Decrease in the Contract Price in Excess of \$10,000

Adams referred to Knitter's previous reporting for this action item.

Staff recommended the Board approve Resolution No. 19-15, A Resolution Authorizing a Change Order or Series of Change Orders in Regard to the Triangle Park Restoration Project – Engineering Consultant Services, CA #17-04pc

(Living Waters Consultants – Change Order #1), Involving an Increase or Decrease in the Contract Price in Excess of \$10,000.

Commissioner Venouziou asked if the area is going to be wetlands does it open us up to more grant money. Adams responded that typically there are not extra monies for the maintenance of wetlands, just the construction portion of it.

MOTION by Mahoney and seconded by Kranz to approve Resolution No. 19-15, A Resolution Authorizing a Change Order or Series of Change Orders in Regard to the Triangle Park Restoration Project – Engineering Consultant Services, CA #17-04pc (Living Waters Consultants – Change Order #1), Involving an Increase or Decrease in the Contract Price in Excess of \$10,000.

AYES: Kranz, Mahoney, Cohen, Coleman, Venouziou

NAYS: None

ABSENT: None

MOTION CARRIED

G.1.d. Adams last action item was regarding Ordinance No. 19-9, An Ordinance Adopting Revisions to the Woodridge Park District Comprehensive Policies and Procedures Manual & Job Description Manual (8.3.17 Landscape Specialist)

Adams stated that staff reviewed the Landscape Specialist job description and made revisions to the position based on changes in scope of work and responsibilities. He added that Management staff plans to target the re-hiring of a person with more of a horticultural educational background and experience.

Staff recommended the Board approve Ordinance No. 19-9, An Ordinance Adopting Revisions to the Woodridge Park District Comprehensive Policies and Procedures Manual and Employee Job Description Manual (8.3.17 Landscape Specialist)

MOTION Coleman and seconded by Mahoney to approve Ordinance No. 19-9, An Ordinance Adopting Revisions to the Woodridge Park District Comprehensive Policies and Procedures Manual and Employee Job Description Manual (8.3.17 Landscape Specialist)

AYES: Kranz, Mahoney, Cohen, Coleman, Venouziou

NAYS: None

ABSENT: None

MOTION CARRIED

Adams then discussed the status of the 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 stated the Village Board postponed consideration of this IGA at their June 6, 2019 board meeting until they receive additional information related to a traffic study and parking plan completed by Woodridge School District #68 amidst parking concerns expressed by the Village and Library related to the JJH Athletic Facility project and future large events. The Library has specific concerns that due to the location of the soccer field, spectators will park in their parking lot and not Jefferson's parking lot. The Village and the Library listed their concerns in response to a traffic study done for the project. The Parties met to discuss the concerns and it was addressed that nothing is changing that would increase demand based on Park District use. Demand would actually decrease because the number of baseball fields is being reduced from three to two. In addressing their concern about people sitting in their cars to watch soccer games, that would not be an issue because the grade of the soccer field would be raised four feet and a retaining wall would be there as well so anyone sitting in their car would not be able to see the field. Finally, a perimeter fence will be in place around the entire field with the entrance point near the southeast side of the track near Jefferson parking lot, deterring individuals from parking that far from the main entrance point.

Adams said there was also a parking concern during Park District events. He elaborated that this would not be issue because based on the empirical study of parking ratios used for Park District uses (e.g. parking at the ARC soccer fields), there would be enough parking and no need for overflow parking. He added that the issue is scheduled to be addressed at the June 20th Village Board meeting. Finally, Adams added the upcoming sled hill project will add 30-40 parking spots to the lot.

President Cohen asked the status of the project. Adams said that V3 was revising the traffic study to address these concerns and re-submitting in time for the June 20th meeting. The Park District will be in attendance at the meeting.

Commissioner Kranz asked for an update on 63rd Street Park and the NICOR project. Adams reported that he did speak with NICOR and they are scheduled to begin work again after July 4th. barring any unforeseen issues, they anticipate the project taking until November to complete the project, and then will have to work on restoring the parking lot. The hold-up in the project was that NICOR had to work out an agreement with ComEd since they were intersecting their property.

Adams then addressed the Park District mowing the NICOR easement by Meadowview School. He said that while the District always mowed that area without permission from NICOR, that due to liability issues and not having a license agreement in place the Park District informed NICOR of the District's intent to no longer mow that area. Details will be worked out for a transition, since the mowing frequency will less frequent by NICOR versus District weekly mowing.

Adams then brought up the State capital bill was approved. Per review of the Bill, the Park District will receive a \$50,000 grant to develop the bike path segment between Timber's Edge and Ides Grove East, and a \$57,200 grant for an accessibility project.

Adams then reminded the Board of the July 11th joint meeting between the Park District Board of Commissioners and the Village Board of Trustees to discuss the Town Centre Master Plan.

Adams closed his report sharing that the Sled Hill IGA and Jubilee IGA were both approved by the Village, and that the District is just waiting on permits to begin the Sled Hill project.

COMMITTEE REPORTS

SEASPAR

Adams had no updates except that SEASPAR was busy with their summer programming.

Jubilee

Rhodes thanked all the staff and board members who helped with the event. She added the preliminary financials are not looking favorable due to the impact of the rainy weather. Carnival ticket sales and Beer sales were both down compared to previous year's results. Ritter reported that losing Saturday afternoon carnival sales was a huge loss as this is typically the busiest day for the carnival. Preliminary financial numbers will be available at the July meeting. Adams reminded the Board that the net financial results are shared with the Village.

PDRMA

Adams shared that the PDRMA annual report was included in the board packet, as well as letter about Park District performance regarding Loss Control.

EX-OFFICIO REPORT

Plan Commission

No major updates. Adams said the Village is working hard to fill the vacant big box stores.

Chamber of Commerce

Commissioner Kranz reported that she will be attending the Legislative Impact Committee Update meeting. Adams shared that Commissioner Kranz will becoming more involved with the Chamber on behalf of the Park District.

Affiliated Athletic Associations

Ritter reported that the WAA Memorial Day Tournament attracted fifty-seven (57) teams. Ritter thanked the Maintenance crews for all the hard work they put over the long weekend to maintain the fields, even when they were under water. WAA only had to cancel two (2) games the entire tournament and were very grateful for the Park District's efforts.

OLD BUSINESS

None.

NEW BUSINESS

None.

ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn was requested. MOTION by Mahoney and seconded by Kranz to adjourn the meeting at 8:26 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted.



Jack Mahoney, Secretary