



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, Coleman, Kranz, Mahoney and Venouziou. Absent: None Staff present: Adams, Evans, Karesh, Knitter, McGrath, Rhodes, Romano, Ritter, Webber.

#### PUBLIC PARTICIPATION

None

#### PRESIDENT'S REPORT

President Cohen opened up his report recognizing Angie McGrath, ARC Facility Manager, on her 35<sup>th</sup> Anniversary with the Park District. He asked Superintendent of Recreation Ritter to say a few words about McGrath. Ritter reviewed Angie's history with the Park District and then McGrath said a few words and thanked the Board of Commissioners and the Park District.

President Cohen then addressed the upcoming Celebrate Woodridge Parade and deferred to Executive Director Adams for more details. Adams shared that the District would have four (4) floats: an Oktoberfest themed wagon for the board, a Haunted Forest Walk Wagon, the Lawn Mower brigade, and the Golden Years/Senior Rods/Crafting for a Cause riding the Park District bus. Adams added that former Park Board president Fred Hohnke would be the Grand Marshal along with former Mayor of Woodridge, William Murphy.

President Cohen then asked for an Oktoberfest planning status. Adams shared that staff was busy with final preparations and that they would be on site most of the following week.

President Cohen then asked about plans for Indian Summer Fest. Adams reported the times of the event and that the tent will be used for portions of the Indian Summer Fest, as well as the adjacent parking lots.

President Cohen then deferred to Adams to discuss an upcoming Park Tour for the Commissioners. Adams said he recommends the Board take a park tour at least once a year to experience the parks first hand. He and the Board discussed several potential dates and the Board decided on September 24, 2019 at 4:30 p.m.

Adams then brought up Illinois Association of Park Districts ("IAPD") Annual Gala scheduled for Friday evening, November 1, 2019 in Wheeling, IL. With this being the Park District's 50<sup>th</sup> Anniversary, Adams recommended that District representatives attend this year's event. He added that the Park District would be included in a video montage that will be played during the Gala. Adams said he would be attending, and informed the Board he would email the Board all the details to see who could attend.

#### STAFF REPORTS

##### Finance

Superintendent of Finance & Personnel Chris Webber opened his report with his only action item, Online Employment Application Software License Purchase. Webber reminded the Board that the District has been soliciting quotes from various vendors for implementing an online application process for all potential new hires at all staffing levels. The current process is completely manual with applications being submitted to all of the different locations by potential candidates and does not allow for efficient or detailed tracking of candidates, sharing of candidates between departments, and knowing the status of the applicant in the hiring process. It also hinders the applicant pool based on that fact that today most potential applicants want the ease of applying online especially those that are looking for seasonal work.

Webber shared that the Park District evaluated the following companies - Frontline Education (formerly Applitrac), NeoGov, Fluidview Survey Apply (a branch of Survey Monkey), and Paycom. He said that Frontline and NeoGov offered more of what the Park District was looking for and they were both invited to present a demo to staff. From those demos, feedback was solicited from the staff panel as well as additional research was completed from an applicant perspective by completing mock applications for other districts using each type of software. Additionally, feedback from the Finance/HR departments of the districts who are currently using each vendor was received to get the pros and cons of each vendor.

Webber then shared the costs associated with each vendor. Frontline's quote included implementation and training costs of \$4,512.50 and an ongoing yearly cost of \$6,750 for a total of \$11,262.50. NeoGov's quote included implementation and training costs of \$3,000 and an ongoing yearly cost of \$4,985 for a total cost of \$7,985. Webber reported that NeoGov was founded and continues to be focused on HR solutions for governmental agencies whereas Frontline is focused on K-12 education as their primary market. With NeoGov all open positions will be posted on their governmentjobs.com website in addition to our own.

Staff recommended the Board accept NeoGov's quote to purchase an annual license to provide on-line employment application software at \$4,985 per year plus a one-time installation and training cost at \$3,000 for a total cost of \$7,985.

Commissioner Venouziou asked if this was a just a one-time fee or if there was an annual cost as well. Webber shared that the annual cost for the software would be \$4,985, but said that the annual fee is not locked in and could be increased any time. He added that the Park District manually onboards more than 400 employees a year and this software will streamline this process.

MOTION by Kranz and seconded by Mahoney to accept NeoGov's quote to purchase an annual license to provide on-line employment application software at \$4,985 per year plus a one-time installation and training cost at \$3,000 for a total cost of \$7,985.

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

Webber then reported that through the date of the meeting, the District received 94% of the 2018 Tax Levy. Webber then noted that he noticed that Will County's distribution was behind to where they normally are at this point in the year. Executive Director Adams contacted Will County and was informed that the delay was due to a third party vendor who handles the deposits, and that by the September 26, 2019 payment everything would be caught up.

Webber then moved on to review the monthly financial report, to include to-date financial details of the revenue producing facilities (ARC, Cypress Cove and Village Greens).

Webber ended his report sharing that Staff was recently informed by Oswegoland Park District that they intend to no longer share IT services as of January 1, 2020 due to their desire to hire a full time IT Coordinator. The District currently shares an IT Coordinator 50/50 with Oswegoland to handle day to day needs and projects as they come along. Staff is currently assessing the District's needs and hopes to provide an update at the October meeting regarding a direction to be taken.

### Planning

D.2.a. Superintendent of Planning & Development, Jenny Knitter, began her report seeking Board action regarding the Town Centre Sled Hill Soils Environmental Engineering Consulting, CA #19-05pc.

Knitter shared that after in-depth discussions with the District's attorney that specializes in environmental regulations and several environmental engineers, it was determined that there are no specific IEPA rules that regulate this type of mass grading project. However, Knitter said for the District's assurance that the site is receiving uncontaminated fill, the

procedures specified below agreed to by District staff, District attorney, V3's environmental engineering team & Contractor were agreed upon:

Protocol for acceptance of dirt:

- a) Submittal of 662 or 663 forms for owner review and approval
  - i. Staff has hired V3 for the analysis of these documents for an independent assessment
- b) Owner will provide a written notice to proceed with hauling/fill operations based on a per site approval of acceptance of each site as a source for fill once we have the following:
  - i. Recommendation from V3 that site is acceptable based on above assessment
  - ii. Written certification from Earthwerks stating that dirt hauled to our site will only be dirt from approved sites.
- c) Staff will continue to observe construction regularly and request an estimated percentage of completion from Earthwerks weekly.
- d) Upon completion of approximately 80% of the hauling, the last 20% of fill will be inspected on the following terms:
  - i. V3 will perform independent PID Testing of every truck load entering the site until complete.
  - ii. If a truck load does not meet the PID acceptable tolerance for this screening, the Consultant will be authorized to reject the truckload for use at this site.
  - iii. Staff will request projected schedules of weekly construction activity so that staff can coordinate PID testing with consultant.

Knitter shared V3 Engineering provided a proposal to complete review of the IEPA CCDD certifications and services to perform Photoionization Detection (PID) for on-site environmental testing of the final 3' feet (20%) of imported fill material for an estimated cost of \$6,460.

Staff recommended the Board ratify the Executive Director's approval of V3's proposal dated August 23, 2019, in the amount of \$6,460.00 based on the Proposal Total Estimate of Fees for the Town Centre Sled Hill Soils Consulting, CA #19-05pc.

Commissioner Mahoney asked if the Village of Woodridge was involved in any of this decision making process. Knitter replied that the Park District made the decision independent of the Village based on the District's responsibility for the sled hill construction and maintenance per the IGA. Executive Director Adams reiterated that there are no regulations that requires the Park District to take these steps, and that these procedures are being done for peace of mind that uncontaminated soils are used for the sled hill.

MOTION by Mahoney and seconded by Venouziou to ratify the Executive Director's approval of V3's proposal dated August 23, 2019, in the amount of \$6,460.00 based on the Proposal Total Estimate of Fees for the Town Centre Sled Hill Soils Consulting, CA #19-05pc.

AYES: Kranz, Mahoney, Cohen, Venouziou and Coleman.

NAYS: None

ABSENT: None

MOTION CARRIED.

D.2.b.1 Knitter's next action item was the Ide's Legacy Shelter Repair Project, MSP #19-15pc.

Knitter explained that in June, a storm resulted in a fallen tree branch that landed on the Ide's Legacy Park shelter, which sustained damage to the roof and frame. Staff contacted the Park District Risk Management Agency ("PDRMA") immediately who requested quotes for repair of the damage for their review. Upon their review, they approved the below quotes and will reimburse the District for the repair expenses, except for the \$1,000 deductible.

Staff recommended the Board ratify the Executive Director's approval of the quote from Reese Recreation Products, Inc. dated 06/17/2019, in the amount of \$3,812.00, to provide and ship replacement parts needed to repair storm damage for the Ide's Legacy Park Shelter Repair Project, MSP #19-15pc-1.

MOTION by Mahoney and seconded by Venouziou to ratify the Executive Director's approval of the quote from Reese Recreation Products, Inc. dated 06/17/2019, in the amount of \$3,812.00, to provide and ship replacement parts needed to repair storm damage for the Ide's Legacy Park Shelter Repair Project, MSP #19-15pc-1.

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

D.2.b.2 Knitter's next action item was also regarding Ide's Legacy Shelter Repair Project, MSP #19-15pc-2.

Staff recommended the Board ratify the Executive Director's approval of Pro Installation Plus, Inc.'s quote dated 06/20/2019, in the amount of \$6,100.00, to remove and replace all supplied materials shipped from Poligon to repair storm damage for Ide's Legacy Park Shelter Repair Project, MSP #19-15pc-2.

MOTION by Kranz and seconded by Mahoney to ratify the Executive Director's approval of Pro Installation Plus, Inc.'s quote dated 06/20/2019, in the amount of \$6,100.00, to remove and replace all supplied materials shipped from Poligon to repair storm damage for Ide's Legacy Park Shelter Repair Project, MSP #19-15pc-2.

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

D.2.c. Knitter moved to her next action item Hawthorn Hill Park Bench Purchase, CRP #19-11pc.

Knitter reported that Staff requested proposals from Victor Stanley to purchase three (3) benches to replace the older deteriorated benches along Woodridge Drive. The intent was to have the benches match the style of those replaced at Lake Harriet.

Staff recommended the Board ratify the Executive Director's approval of Victor Stanley's proposal dated July 15, 2019, in the amount of \$4,521.00, which includes the purchase of three (3) benches and freight for the Park Bench Purchase at Hawthorne Hill Woods.

MOTION by Mahoney and seconded by Venouziou to ratify the Executive Director's approval of Victor Stanley's proposal dated July 15, 2019, in the amount of \$4,521.00, which includes the purchase of 3 benches and freight for the Park Bench Purchase at Hawthorne Hill Woods.

Commissioner Mahoney asked which direction the benches would face. Knitter shared that the benches would be facing as they are now – on the west side of the path facing east. She added that Staff hoped to purchase backless benches in these locations so patrons could sit facing the woods or Woodridge Drive, but unfortunately, manufacturer could not provide a backless bench to match.

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

D.2.d. Knitter's next action item was regarding Town Centre Sled Hill SWPPP Inspections and Reporting, CA #19-06pc

Knitter stated that in order to comply with the County required Stormwater Pollution Prevention Plan, staff requested a proposal from V3 to conduct inspections and reports relative to the Sled Hill Construction Project. School District #68 is also consulting with V3 for the same services related to the Jefferson Jr. High Athletic Campus Improvement Project. The proposal covers weekly and specific inspections after rain events to ensure that proper erosion control mechanisms are still in place and functioning.

Staff recommended the Board accept V3's proposal dated September 10, 2019, in the amount of \$3,750.00, for the Town Centre Sled Hill SWPPP Inspections and Reporting, CA #19-06pc.

MOTION by Kranz and seconded by Mahoney to accept V3's proposal dated September 10, 2019, in the amount of \$3,750.00, for the Town Centre Sled Hill SWPPP Inspections and Reporting, CA #19-06pc.

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

D.2.e Knitter's next action item was 2019 Contracted Prescribed Burns, MSP #19-13pc

Knitter stated that Staff issued an RFP for the contracted controlled burning of various Park District owned and maintained sites including the following: Orchard Hill, Vicente Outlot A/ Heritage Parkway, Vicente Outlot D, and Vicente Outlot E. Vicente E is listed an alternate just in case the others come in high, as they are all large sites. Requests for Proposals were sent to six (6) contractors with the following contractors responding:

<u>Contractor</u>	<u>Base Proposal Total</u>	<u>Alternate 1</u>
Tallgrass Restoration, LLC	\$24,390.00	\$6,640.00
Integrated Lakes Management	\$25,320.00	\$8,550.00

Staff recommended the Board accept Tallgrass Restoration, LLC, as the low qualified bidder and approve a contract in the amount of \$24,390.00 based on the "Base Proposal Total" for the 2019 Contracted Prescribed Burns, MSP #19-13pc.

MOTION by Mahoney and seconded by Kranz to accept Tallgrass Restoration, LLC, as the low qualified bidder and approve a contract in the amount of \$24,390.00 based on the "Base Proposal Total" for the 2019 Contracted Prescribed Burns, MSP #19-13pc.

Commissioner Venouziou asked if the Park District conducts the other burns. Knitter replied that the Park District does have a list of about twenty-four (24) controlled burns that they are securing permits for this fall that will be conducted in-house. She added that this is an aggressive plan and they may not get to them all pending site conditions and weather. She explained that burns are very weather sensitive and sometimes it's very difficult to complete all the sites in the time frame that they have. Executive Director Adams added that the Park District typically contracts out controlled burns that are close to homes or that are too large to handle internally.

President Cohen asked how frequently burns are conducted. Knitter responded that burns are completed twice a year in the spring and the fall [each individual natural area management site is typically burned on a two to three year cycle].

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

D.2.f Knitter moved on to her next action item 2019 Summer Tree Maintenance Services, MSP#19-07pc

Knitter stated that Change order #1 consists of the two (2) unforeseen items listed below that were discussed at the August Board meeting:

1. Add...\$495.00 – Cost to remove a severely damaged Silver Maple tree and stump grind at 83rd Street Park. Could not safely complete in-house due to proximity to power lines.
2. Add...\$ 2,950.00 – Cost to remove 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.

Change order #2 consists of the two (2) additional unforeseen items listed below:

1. Add...\$1,400.00 – Cost to remove a severely damaged/mostly dead Willow tree and stump grind at Falconridge Park. Could not complete safely in-house due to very large size.
2. Add...\$ 1,395.00 – Cost to remove very large dying Elm tree at Hobson Corner Park by ballfields/shed area. Could not safely complete in-house due to very large size.

Knitter then noted that Staff is working with legal counsel to draft a resolution for future Board consideration that would permit the contracting of tree removal services without sending out an RFP on an as-needed basis that is in compliance with State statutes and eliminates the need to seek prior Board approval in order to expedite removal operations for safety reasons and resident expectations.

Staff recommended the Board approve Change Orders #1 and #2 to Family Landscaping & Treewerks, Inc.'s contract for a net increase of \$6,240.00 to the 2019 Summer Tree Maintenance Services, MSP#19-07pc for additional tree removal work.

MOTION by Mahoney and seconded by Kranz to approve Change Orders #1 and #2 to Family Landscaping & Treewerks, Inc.'s contract for a net increase of \$6,240.00 to the 2019 Summer Tree Maintenance Services, MSP#19-07pc for additional tree removal work.

AYES: Cohen, Kranz, Mahoney, Venouziou, Coleman

NAYS: None

ABSENT: None

MOTION CARRIED.

D.2.g Knitter's final action item was regarding Fred C Hohnke Community Center - Program Room Interior Finishes, CDP #19-04c.

Change order #2 covers the replacement of three (3) existing sinks in Rooms 100,101 and 150 to accommodate ADA design requirements. Staff's intention in the bid was to salvage and reuse existing sinks to save cost; however, the depth of the original sinks was too great to meet required ADA clearances as designed. Replacement of the sinks became necessary. New faucets for the new sinks were also included in this replacement.

Staff recommended the Board approve Change Order #2 to RoMAAS, Inc.'s contract for a net increase of \$3,605.00 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 #2 to RoMAAS, Inc.'s contract for a net increase of \$3,605.00 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, Coleman

NAYS: None  
ABSENT: None  
MOTION CARRIED.

Knitter then moved on to FYI items of her report:

- Staff is working with the Asphalt Resealing contractor to schedule a pre-construction meeting. Work anticipated to be completed in October.
- Staff met with the foreman from Evans & Son Blacktop, Inc. on September 10<sup>th</sup> to review the Asphalt Patching project. The contractor is scheduled to begin work the week of September 16<sup>th</sup> with completion of all work anticipated in September.
- Staff met with representatives from Filatto Construction for a pre-construction meeting for the Roofing Replacements Project. Staff confirmed all shingle material and color selections. Additional submittals are anticipated in mid-September. Based on product lead times the contractor anticipates beginning work in October and completing the project in advance of the November 15<sup>th</sup> substantial completion date.

Knitter then addressed the Town Centre Sled Hill Project, reminding the Board that On August 19<sup>th</sup> staff ordered the contractor to cease import and placement of fill material for the sled hill property until the District is able to implement protocols to ensure/document that the material being imported is clean and suitable for this project. On August 30<sup>th</sup> staff provided contractor with an approval memo for proposed source #2 (Darien-Frontage Rd.) and two declination memos for proposed sources #1 and #3 (Tollway Sites). A second source from a construction site in LaGrange was approved on September 5<sup>th</sup>, and import activities resumed the following day. Sled Hill construction remains on track for completion this fall according to contractor.

Knitter reviewed the Jefferson Junior High Athletic Complex update. She reported that the contractor is near completion of site utility installation. Upcoming work includes light bases for athletic lighting, retaining wall, installation of the concrete track curbing and then track asphalt surface. Since the track surface installation is so weather dependent, it has been determined that there is now way they will get the rubberized track surface installed this fall, and the School District #68 is considering line striping the asphalt for temporary use in the spring. This will push the track installation to May or June of 2020. Staff is also working with School District #68 to determine the best lining option for the synthetic turf field. Knitter added that there is a good chance the turf field will be installed this fall.

Knitter next addressed the Maintenance Facility Interior Office Improvements. The contractor is scheduled to begin work on the project October 1<sup>st</sup>. Staff is coordinating related electrical and data modifications and improvements to be completed on or before October 7<sup>th</sup>. Staff has also coordinated the delivery and installation of office furnishings related to this project for November 1<sup>st</sup>. The contractor's construction schedule shows an anticipated completion date of November 8<sup>th</sup>; however, the substantial completion date remains December 31<sup>st</sup>.

Knitter than moved on to the Cypress Cove Filtration System Project. For Phase 1, shop drawings were approved in July, and a pre-construction meeting is scheduled for September 16<sup>th</sup>. For Phase 2, the architect/engineer strategized the project timeline as follows:

1. Site Visit- September 16<sup>th</sup>. 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 closed her report sharing that Job openings were posted in June for the two (2) permanent part time positions (25 hours/week) to assist the Landscape Specialist and Natural Resource Manager. To date, the Park District received three applications for these positions and plan to interview soon.

Executive Director Adams then addressed the Cypress Cove Splash Pad issue, reminding the Board that several years ago the District experienced issues with the safety surface that were eventually resolved. This summer, the surface started bubbling again, and Staff has started researching the replacement of the surface. Adams noted that this project is not in the budget, but we are going to try and complete this project before the start of next season as this is a very popular feature.

Commissioner Mahoney asked if we had any idea as to what it would cost. Adams shared that he did not have a cost estimate yet. Knitter added that in 2008 when this project was completed, materials alone were around \$87,000, and this is a very labor intensive installation. Until we can get a rep out there to examine the conditions we won't know.

President Cohen asked about the life expectancy of the surface. Knitter responded that it was 10 years.

### Golf Course

Golf Manager Brandon Evans opened his report sharing that Rounds continued to lag historical averages in August. The vandalism and subsequent closing of #1 and #3 greens until mid-month dragged on rounds played, and weather forced the cancellation of several leagues and golf outings during the month.

Evans then reported that a third vandalism incident occurred in the first week of the September. The suspect(s) used flagsticks to puncture and scratch the putting surface 80-100 times. This occurred the first morning of the Men's Club Event and fortunately staff worked to quickly repair most of the damage and many golfers didn't even know the incident happened. Evans shared that using the recently installed video surveillance cameras, staff was able to identify the license plate of the suspect's car and three suspects who were brought in for questioning by the Police. The persons of interest admitted to the vandalism. The Park District agreed to not press charges as long as the offenders agreed to each pay \$200 in restitution for the damaged greens and complete 20 hours of community service at the golf course.

Executive Director Adams added future discussions are warranted to discuss the financial impacts on overall course operations to include deferring capital replacement and improvements.

### Recreation

Superintendent of Recreation Don Ritter began his report sharing that Athletic Supervisor Brad Keene is busy planning the 3<sup>rd</sup> annual Fall Festival Soccer Tournament that will be held on September 20<sup>th</sup> - 22<sup>nd</sup> at the ARC soccer fields. A total of 77 teams will be competing compared to 45 at last year's tournament, and 26 teams in 2017, the tournament's inaugural year.

The Kidz Squad program began on August 15<sup>th</sup> in conjunction with the first full day of school. Currently, there are 211 kids registered (Before School – 55 and After School – 156) compared to 201 kids at the same time last year. Due to a shortage of available staff, we have started a wait list that includes 16 additional kids.

Commissioner Venouziou asked what is the student to staff ratio? Ritter said the Park District likes to follow a 10-1 ratio but legally they are allowed to go up to 20-1.

Ritter shared that Totschool started with an open house on August 28<sup>th</sup> -29<sup>th</sup>, with classes starting on September 3<sup>rd</sup>. Rooms have been renovated and staff is excited to have the Sycamore Room as a new early childhood room. Currently, registration stands at 114 preschoolers compared to 94 last year.

Ritter then reported that ARC Fitness Center visits are up 10% over August of 2018.

Ritter closed his report sharing that Kathi Wenciewicz, Recreation Supervisor, will be celebrating her 1st year anniversary with the Park District on September 10<sup>th</sup>.

President Cohen asked if the Soccer Tournament is indoor or outdoor. Ritter shared that it is both indoors and outdoors.

### Aquatics

Assistant Superintendent of Recreation Julie Rhodes opened the Aquatics report sharing that Cypress Cove closed for the season on Monday, September 2<sup>nd</sup>.

She added that Cypress Cove lifeguard staff received a 4 Star Award from Starfish Aquatics for the audit conducted in August.

Rhodes closed her report sharing that the 2019 Aquatic Report is currently in progress and will be presented to the Board at the November meeting.

### Maintenance

Superintendent of Parks & Operations John Karesh opened his report sharing that Hobson Splash Pad was scheduled to be closed on October 1<sup>st</sup>, but unfortunately, the Splash Pad had to be shut down early due to a failure of the variable frequency drive ("VFD"). Staff ordered another drive and expect delivery this week. Once, the drive is received crews will work with the District's electrician to install and start the Splash Pad back up weather permitting. Executive Director Adams shared that the original VFD will be re-built so that a back-up will be available in case this happens again.

Karesh then reported that the 30 seat passenger bus was sent out for repairs to replace one of the AC compressors. This was a result of the AC compressor clutch locking up and breaking the belt. Because the bus is a one belt system, it could not operate. The Board authorized staff at the last meeting to bid the purchase of a replacement bus per the capital replacement program.

Karesh then reported the following updates:

- All sports fields are being aerated and fertilized for the fall season as time allows.
- Staff is working with the Planning Department to complete turf renovations at 83rd Street Park. The area has been sprayed and aerated, and will be slit seeded, fertilized and watered over the next few weeks.
- Staff has started emptying the lunch room, offices and hallway for the Maintenance Facility interior office renovations.
- Staff is busy planning and preparing for all the upcoming special events including Oktoberfest, Celebrate Woodridge Parade, Indian Summer Fest and Hay Wagon Rides.

Karesh closed his report congratulating Everardo Silva on 19 years of service, Jose Hernandez on 14 years of service this month, and Phil Santucci on 4 years of service in July. He added that Staff is working with the Human Resources Department and have posted the new Maintenance-2 job listing and currently have nine (9) applicants.

### Marketing

Public Relations & Marketing Manager Megan Romano opened her report sharing that the District's current email marketing provider, MailChimp, temporarily disabled the District's account due to the amount of email addresses that were bouncing back over the last year. Part of the reason this happened was because ActiveNet requires an email address when creating an account and those customers who chose not to provide an email address are given a generic "no email" email address in place. She added that the marketing department worked with the customer service coordinator and ActiveNet to change the required email address setting in ActiveNet. Furthermore, the Marketing department researched three other email marketing platforms and identified Active Campaign as a replacement for Mail Chimp. Romano said she has weekly phone calls with Active Campaign to help with the on-boarding process and so far all is transitioning smoothly.

Romano than updated the Board on the Oktoberfest marketing efforts outlined in her board report. She closed her report sharing that the Marketing Department has also been assisting the Village of Woodridge with creating promotional materials for the Celebrate Woodridge Parade including the creation of a parade route map, a parade Facebook cover photo and a slide for WCTV.

Safety

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

CONSENT AGENDA

MOTION by Mahoney, and seconded by Venouziou to approve Consent Agenda items 1 and 2 for approval of August minutes and Agenda items 3 through 9 for Vendor Payment & Payroll Ratification for a total amount of \$1,009,012.53.

- 1. Regular Board Meeting Minutes ..... August 20, 2019
- 2. Executive Session Meeting Minutes ..... August 20, 2019
- 3. Vendor Payment & Payroll Ratification Report (8/16/19 – 9/12/19) ..... \$1,009,012.53
- 4. Griffon Systems, Inc., Surveillance Camera Purchase & Installation, Project VGMSP #19-03pc, Payout #1 (Final) ..... \$7,640.00
- 5. RoMAAS, Inc. – Com. Center Program Room Interior Finishes, CDP19-04c, Payout #2 (Final) ..... \$100,646.00
- 6. Sybert Group, Inc., Contractual Landscape Maintenance Services, MSP#19-03c, Payout #4 ..... \$4,625.13
- 7. V3 Companies, Ltd., Ides Gr. West – Timber’s Edge Park – Engin. Services, CA #19-03pc, Payout #2..... \$5,200.00
- 8. V3 Construction Group, Ltd. – Town Centre Sled Hill, SWPPP Reporting CA#19-06pc, Payout #1 ..... \$600.00
- 9. Williams Architects – Cypress Filtration System Renovation – Eng. Services, CA#18-01pc, Payout #6..... \$436.04

President Cohen requested a roll call.

Upon a roll being called:

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

EXECUTIVE DIRECTOR’S REPORT

F.1.a Executive Director Adams began his report with his only action item, approving an affiliate agreement with the Woodridge Athletic Association (“WAA”).

Adams shared that for the past year the Park District has been working with WAA on this proposed agreement and said that WAA is the District’s longest lasting affiliate. He elaborated that the relationship has always been good and that the Park District wanted to memorialize the relationship, so that, current philosophies and practices could be put into writing to ensure these are carried on for future generations. Adams added that WAA reviewed the agreement with only minor changes outlined in his report. The only significant revision was the WAA Overall Program Residency Requirements and the percentage of residency assigned to individual teams. Prior to the agreement the Park District required that organization wide, Woodridge residents must make up 75% of WAA members, and that individual teams followed the same percentages. WAA requested that the 75/25 ratio only be organization-wide, as it would be cumbersome and time consuming to break the percentage down by each team. Staff recommended to WAA that the residency/non-residency percentage for individual teams be revised from the proposed 75%/25% resident/non-resident requirement to 50%/50%, but retain the 75%/25% for the entire Association.

Staff recommended the Board approve Resolution No. 19-17, A Resolution Approving an Affiliate Agreement between the Woodridge Park District and the Woodridge Athletic Association (WAA).

MOTION by Mahoney and seconded by Venouziou to approve Resolution No. 19-17, A Resolution Approving an Affiliate Agreement between the Woodridge Park District and the Woodridge Athletic Association (WAA).

Commissioner Mahoney asked the age range of WAA participants. Adams said WAA accepts players up to 18 years old and that at high school level teams, the resident Park District "boundaries" are expanded to incorporate all of School District #99.

Commissioner Kranz asked within WAA how many travel teams and in house teams are there. Adams said he believes the majority of teams are in-house but that he would check the numbers and report back to the Board.

President Cohen asked if this is the first time the Park District has collected a \$25/player fee from WAA. Adams shared that this fee is new and that it covers the maintenance and management of fields as well as the direct expenses WAA was already paying.

Commissioner Mahoney asked if WAA is expecting more from the Park District now that they are paying the \$25/player fee. Adams shared that they are not. He said that when WAA compares what other communities charge and do for their baseball associations they realize what a great relationship they have with the Park District. Ritter shared that most communities are already charging their teams fees, and that we were one of last to implement a fee.

AYES: Cohen, Kranz, Mahoney, Venouziou, Coleman

NAYS: None

ABSENT: None

MOTION CARRIED.

Executive Director Adams then moved on to informational items. Adams asked Administrative Office Manager Suzy Chudzik to discuss the proposed changes to the Picnic Shelter Rental Weather Cancellation policy. Chudzik reminded the Board that in December 2018, staff revised and the Board approved the policy "6.2 Picnic & Shelter Permit Procedures" to include the following:

- *Cancellation requests made in writing thirty-one (31) days prior to a rental will result in a full refund of deposits, and fees (if paid in advance), less a \$5 administrative fee.*
- *Cancellation requests made in writing between eight (8) and thirty (30) days prior to a rental will result in a forfeiture of security deposit.*
- *Cancellation requests made in writing within seven (7) days of a rental or failure to show for permitted reservation will result in a forfeiture of the entire security deposit and all rental fees excluding inclement weather days.\**

*\*Refund requests due to inclement weather will be solely based on the closing of Village Greens Golf Course on day of the rental, of which rental fees and security deposit will be refunded in full. Shelters are reserved for the permit holder rain or shine.*

Chudzik continued that this past summer was the first time these guidelines were in place and it did cause some confusion among renters, specifically the inclement weather policy and using Village Greens as the benchmark for weather related closures. Staff researched how other park districts handle park rentals and weather cancellations:

- Lisle Park District: There will be no refunds given for any site in the event of inclement weather.
- Bolingbrook Park District: No refunds for weather.
- Naperville Park District: No refunds will be issued due to weather unless the Park District closes all facilities. If an event is rained out, the renter has 72 hours to reschedule.

- Westmont Park District: No refunds for weather
- DuPage County Forest Preserve: Fees are nonrefundable regardless of why you cancel (even for weather), but you can change your reservation one time up to one week in advance for an additional \$5.
- Downers Grove Park District: A full refund of rental fees will be granted if inclement weather conditions result in the park district cancelling permit.

Chudzik reported that with the exception of Downers Grove Park District, many neighboring Park Districts do not offer refunds for weather. To create a more simplified policy, staff seeks Board feedback to consider changing just the weather cancellation policy to the following: *“No refunds of rental fees will be issued due to any type of inclement weather. Deposits will be returned.”*

President Cohen said there is nothing holding them back from still using the facilities even in bad weather. Adams said we would accommodate a re-schedule within the year, but all rental dates usually fill up early in the season so it is hard to find a new date. He said Staff wants to streamline the management of the process because it becomes a burden to staff to manage these on a case by case situation.

Commissioner Mahoney said that if we make the change he thinks we will get complaints. He likes the fact that we currently give refunds and that it is bad public relations not to. Commissioner Coleman and Commissioner Kranz concurred with Commissioner Mahoney. Adams reported that unfortunately because we do not have Park Rangers or cameras at our shelters we do not know if patrons still use the shelter during inclement weather. He said that Staff is open to suggestions for revising the policy. There was additional discussion on what the Golf Course and Cypress Cove does in the event of weather issues. The consensus was to leave the policy as written. Adams said the Staff will take Board feedback into consideration and update the policy if needed and present to the Board at a later meeting.

Executive Director Adams then moved on to the District Operational Assessment / Strategic Planning Status. He said Management staff continues to assess the need to complete a Strategic Plan/Organizational Assessment. As previously discussed, the District is at a point in time now that various factors indicate the potential need to proactively assess internal operations, functions, and efficiencies in order to strategically plan for the future. Those factors include but are not limited to: impacts of overall District growth, proper alignment of District functions, inter-department and cross-department needs & issues, Park Board turnover, staff turnover, and anticipated employee retirements in next several years.

Adams said feedback was sought regarding whether to outsource the planning process versus keeping it in-house. There are pros and cons for each, and after further thought and in order to save the District the expense, it's worthy of consideration to potentially keep the process in-house, perhaps in a retreat type format, whereby a day or two is dedicated (possible off-site) away from daily work distractions to focus on the process. Adams said staff will create a planning process to be considered completing in-house to address the top tier planning priorities and will keep the Board informed as a process is developed and an overall timeline is established.

Executive Director Adams then provided an update on the Forest Preserve of DuPage County Greene Farm Barn Future Use. An advocacy group in support of the Barn is attempting to complete a strategic plan for the Barn and surrounding property to present to the Forest Preserve Board in October.

He said the group reached out to the Park District for input and Adams informed them that the Park District would most likely be unable to partner with any capital projects due to other capital priorities, but depending on the final approved recreational uses, the District may be able to partner with program participation. Adams reminded the Board that before any of this could even happen, the Barn would have to be updated and brought up to code which could considerable expense.

The group plans to ask the Forest Preserve for “special use” permits for the upcoming year and one of those could potentially be for a Farmers Market. Adams reminded the Board that a Farmer’s Market was identified by Woodridge residents via the 2017 Community Survey as the most important out of seven (7) special outdoor facilities listed to consider. Recreation staff had already begun internal discussions to assess the need for a Farmer’s Market. So, based on

that level of interest, the Village of Woodridge Mayor's previous stated interest and this advocacy group's interest, there may be a potential partnership to consider. Staff will keep the Board informed if discussions continue.

Executive Director Adams then provided an update on the Janes Avenue Tax Increment Financing (TIF) District Extension Consideration. He said the Village staff notified the District that the Village is not going to pursue an extension to the TIF. This non-action will result in the TIF automatically expiring at the end of this calendar year resulting in a refund of the remaining TIF fund balance to the taxing districts. The estimated refund to the Park District is estimated to be \$125,148. Additionally, the District will now be able to levy the new equalized assessed value (EAV) increase for the 2019 levy for FYE2021, which is estimated to increase the annual levy \$31,594. The refund should be available by summer of 2020.

Executive Director Adams then moved on to 63<sup>rd</sup> Street Park / Nicor Property Gas Main Replacement Project. Nicor representatives called 9/9/19 to notify the District that the soil beneath a portion of the 63<sup>rd</sup> Street Park bike path that transects the Nicor property to the Prentiss Creek pedestrian bridge was compromised from drilling operations. The path will have to be temporarily closed until such time necessary repairs can be completed.

Commissioner Mahoney asked how long it will be closed. Adams said Nicor did not provide a specific date but anticipates everything to be completed by sometime in November. The Park District did post the closures on the website and Facebook.

Commissioner Coleman asked the extent of the damage. Adams shared that he went on-site to examine it and it does not look that bad.

Executive Director Adams then moved on to the Nicor Property (Adjacent to Meadowview School) Mowing Transition. The District has mowed a portion of Nicor Property adjacent (east) to Meadowview School for over 30 years. After completing a records investigation of a lease or license permitting the mowing of the property, it was determined by both agencies that there was never an agreement created to permit that activity. Staff is unsure as to why the District ever assumed mowing operations of the Nicor property other than the subject section is located between Meadowview School and District property and was probably mowed for aesthetic reasons by request of residents back in the day. Because there is no agreement in place in addition to the following factors: 1) property has limited recreational value, 2) District expense to mow, and 3) liability issues, staff informed Nicor of the District's intent to stop mowing the Nicor property. Nicor recently informed the District that their contractor will begin mowing the week of 9/16/19. Note, Nicor mows their properties on a bi-weekly schedule. To head off any potential complaints from residents due to the change in mowing frequency from weekly to bi-weekly, staff sent out a letter informing them of the change.

Executive Director Adams next updated the Board on an Intergovernmental Agreement (IGA) Between the Village of Woodridge, the Woodridge Public Library, the Woodridge Park District, and Woodridge School District 68. The Village Board approved the engineering design contract last month for the Town Centre Parking Lot expansion project. The parking lot's construction will be completed in spring 2020. The plan per the terms of the IGA is that the Village will front all the costs, and then following completion and final payout of the project will seek proportional reimbursement of the Parties.

Executive Director Adams final item was the Falconridge Park Detention Basin Maintenance Issues. Adams reminded the Board that Falconridge Park and the adjacent detention basin were quit claim deeded by the Village of Bolingbrook to the Park District back in 2004. The District has received several concerns/complaints from Bolingbrook residents within the Woodridge Park District boundaries this summer about deferred mowing and lack of attention to remove a large dead cottonwood tree that fell down within the limits of a detention basin at Falconridge Park detention basin. The park and the adjacent detention basin were quit claim deeded to the Village of Bolingbrook in 2004.

Executive Director Adams said Staff met with Village of Bolingbrook officials this summer to assess the condition of the pond and to determine what was causing the prolonged wetness / standing water. Upon further inspection, several catch basins were filled in with silt and not draining properly. Also, the basin has a 4" perforated drain tile line that runs the

length of the basin, which also showed evidence of silt. Bolingbrook cleaned out the silt in the basins and drainage began to flow.

Note, the issue with regards to storm water management/maintenance of the basin is that there is no IGA with the Village of Bolingbrook like we have with Woodridge, hence the reason the catch basins were not being maintained because each agency thought the other was taking care of it. Ideas were exchanged with Bolingbrook officials. A couple of ideas include but are not limited to: 1) separating the detention basin property from the main park site and quit claim deed the detention basin back to Bolingbrook; or 2) create an IGA that would require Bolingbrook be responsible to manage/maintain the stormwater system and the District maintain the turf/vegetation, similar to the IGA with Woodridge. An email was sent to Bolingbrook on 8/21/19 and again on 9/9/19, but have yet to hear back.

## COMMITTEE REPORTS

### SEASPAR

No report

### Jubilee

No report.

### PDRMA

Adams shared that PDRMA is implementing a new risk management loss process. Staff is currently reviewing the new requirements and compliance measures.

## EX-OFFICIO REPORT

### Plan Commission

No new significant developments submitted.

### Chamber of Commerce

Commissioner Kranz reported that on September 25<sup>th</sup> the Chamber is hosting a "Taste of the Chamber" event at Downers Grove Golf Course as well as an outing.

### Affiliated Athletic Associations

Already covered in Executive Director's report.

## OLD BUSINESS

None.

## NEW BUSINESS

None

## ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn was requested. MOTION by Mahoney, seconded by Venouziou to adjourn the regular board meeting at 8:20 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted.

A handwritten signature in black ink that reads "Jack C. Mahoney". The signature is written in a cursive style with a prominent initial "J".

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Jack Mahoney, Secretary