

WOODRIDGE PARK DISTRICT  
Regular Board Meeting  
January 10, 2017



President Hohnke called the Regular Meeting of the Board of Commissioners to order at 7:00 P.M. Upon a roll of Commissioners being called, the following were present: Coleman, Duffy, Hohnke, and Mahoney. Absent: Commissioner Kubal. Staff present: Adams, Evans, Karesh, Knitter, Larsen, Pettit, Ritter, Rhodes.

PUBLIC PARTICIPATION: None.

#### PRESIDENT'S REPORT

President Hohnke began his report calling for a Special Board Meeting/WPD Budget Workshop (FYE 2018 Preliminary Budget), on Saturday, April 22, 2017 @ 8 a.m. The Board concurred.

President Hohnke mentioned that the IAPD/IPRA Conference will be held January 19-22, 2017.

President Hohnke concluded his report stating the State of the Village will be held on Wednesday, February 1, 2017 at 7:30 a.m.

#### STAFF REPORTS

##### Finance

Joan Larsen began her report stating since a compilation report is no longer required for Village Greens, staff will prepare a modified general ledger close along with a profit and loss statement for the 12 month period ended December 31, 2016. This information should be available in late February. Audited financial reports for Village Greens will continue to be prepared along with the comprehensive financial reports for the District at the close of the fiscal year, April 30, 2017.

Larsen mentioned that all collections for the 2015 (levy year) tax distribution should be complete by the end of January. To date, the District received \$6,074,511 or 99.88% of the tax levied for DuPage County and \$398,853 or 100% of the tax levied for Will County.

Larsen stated that Payroll data for the calendar year 2016 has been reconciled and end of year payroll reports and W2 information submitted for printing to our vendor. Deadline for issuance and reporting of this information is January 31<sup>st</sup>. Additional IRS reporting for 2016 is required for compliance with the Affordable Care Act. The data is currently being compiled for the reporting deadline of March 31, 2017. Reporting of non-employee compensation to our accounts payable vendors on Form 1099 is in process and expected to be completed by January 31<sup>st</sup>. The IRS filing deadline for 1099's is February 28<sup>th</sup>. Federal and State W4 forms and emergency contact forms have been updated for all employees per our annual schedule. Additionally employee records were updated for new deduction amounts and tax tables updated for 2017 rates prior to the first payroll of 2017.

Larsen noted that staff is beginning to prepare for the 2017 hiring season. A group of returning employees for Cypress Cove have been in to complete preliminary new hire paperwork. Efforts will begin shortly to find additional staffing for golf course open positions in advance of season start up. We will also continuing staffing efforts at the ARC.

Larsen concluded her report stating that all IT installations at the ARC are complete and functioning well. We will begin work on the golf course Mitel phone installation in the next couple of weeks.

##### Planning

Jenny Knitter began her report with the following information regarding the Village Greens Interior Clubhouse Renovation Project, VGCDP #16-02c. Knitter stated that throughout the latter half of December Village Greens staff prepared the clubhouse for renovations including removing and storing numerous furnishings, fixtures and much of the pro shop merchandise. Course staff also coordinated the donation and pick up of the existing dining room chairs and tables. TMO

Construction began demolition work in the dining room of the clubhouse on January 3<sup>rd</sup>. Demolition work continued throughout the week. Additionally in the first week of work the contractor placed orders for all materials and began repairing and priming walls to receive paint and wallcoverings. The substantial completion date for the renovations remains February 24<sup>th</sup>.

Knitter noted that a pre-construction meeting regarding the 2016 Community Center HVAC Replacement Project, CRP #16-16c was held on January 10<sup>th</sup> with the engineer and the contractor. Replacement work is scheduled to be completed in spring 2017.

Knitter stated that the contractor will complete site restoration for Crabtree Creek - Phase 1: Streambank Stabilization Project, CDP #16-02c, including the out lot that was used for staging and site access upon completion of similar work for the Village. A time frame has not been established for this work.

Knitter concluded her report stating that no work has been completed on the 2016-2017 Woody Invasive Species Removal Project, MSP#16-9c, due to wet weather and the resulting site conditions. Work will begin once the soil at the sites can support the contractor's equipment.

#### Golf Course

3a. Brandon Evans began his report requesting approval of the Village Greens Interior Clubhouse Renovation Project – Furniture Replacement Purchase, VGCRP #17-01c. Evans stated that staff has met and worked with the interior designer and determined that KI would provide the best value and quality for the Clubhouse Interior furnishings for the dining room area. Evans noted, KI is also the furniture vendor that supplied furniture at the ARC. Also, several other districts have utilized KI for their furniture needs and have been very pleased. KI is an approved qualified bidder under the National Joint Powers Alliance (NJPA) cooperative purchase program. This quotation includes the purchase of 70 chairs and 10 tables. Staff confirmed that the chairs come fully assembled.

Commissioner Mahoney asked if there were alternate bids. Evans replied no. Adams noted that this was bid through the NJPA (National Joint Powers Alliance) which was previously bid in the market.

MOTION by Duffy and seconded by Mahoney to accept KI's quotation dated 8/26/16 and approve a purchase order in the amount of \$25,048.10 obtained through the National Joint Powers Alliance (NJPA) cooperative purchase program for the purchase, freight and delivery of the interior furniture for the Village Greens Interior Clubhouse Renovation Project – Furniture Purchase, VGCRP #17-01c.

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

AYES: Coleman, Duffy, Hohnke, Mahoney

NAYS: None

Absent: Kubal

MOTION CARRIED.

3b. Evans sought authorization to bid the Village Greens Utility Vehicle Replacement Project, VGCRP #17-02c. Evans stated that Village Greens has an aged fleet of utility vehicles which need replacement. Staff currently has four (4) running utility vehicles – two (2) from 1999 and one (1) each from 2000 and 2005. The fleet also has two (2) non-running utility vehicles – one (1) each from 2000 and 2002. We also have one (1) non-running range picker from 2000. These seven (7) units will be used as trade-ins. In return, staff is seeking six (6) new utility vehicles, one of which will need a range picker cage attachment.

MOTION by Duffy and seconded by Mahoney to authorize staff to bid 6 utility vehicles and one range picker cage attachment for the Village Greens Utility Vehicle Replacement Project – VGCRP #17-02c.

AYES: Coleman, Duffy, Hohnke, Mahoney  
NAYS: None  
Absent: Kubal  
MOTION CARRIED.

3c. Evans final action item was regarding the Village Greens Interior Clubhouse Renovation Project, VGCDP #16-02c. Evans stated that this change order is to address items that were not included in the original bid specifications as completed by the Interior Designer. Improvements to the office space and the bar/food service area were at the Owner's request. The urinal replacements were at the suggestion of the contractor based on condition issues.

- Office Space Improvements - removal of two existing walls in the general manager's office to create an open concept office space including relocation/abandonment of electrical as necessary and all necessary repairs.
- Bar/Food Service Improvements – fabricate open face cabinets (laminated to match bar face) with adjustable shelving. Install on back bar wall above new draught cooler. Frame and install door in opening of southeast corner of the existing bar (door from Owner's stock). Repaint all areas behind bar currently painted burgundy to match dining room paint pallet. Fill any holes in the grout on the back bar wall. Cap existing plumbing lines on the back bar wall at the floor or in the basement ceiling.
- Urinal Replacement – remove and replace existing, damaged urinals to include: rough in new plumbing, new urinals (2), new flush valves, and reinstallation of existing auto flush devices.

MOTION by Duffy and seconded by Mahoney to approve Change Order #2 to TMO Construction Inc.'s contract for a net increase in the amount of \$6,040.00 for the Village Greens Interior Clubhouse Renovation Project, VGCDP #16-02c to complete various interior improvements beyond those listed in the specifications to the office space, bar area, and men's restroom.

AYES: Coleman, Duffy, Hohnke, Mahoney  
NAYS: None  
Absent: Kubal  
MOTION CARRIED.

Evans concluded his report stating that Village Greens hosted five (5) rounds in December. A final rounds report will be included next month.

#### Recreation

Don Ritter began his report stating that the ARC was busy on opening day as the District hosted a soccer and basketball tournament. The basketball tournament had 17 teams participate and the Woodridge Hoopers (8<sup>th</sup> grade boys' team) took 2<sup>nd</sup> place in their division. The soccer tournament had 11 girls' teams play (U-10 & U-13 age levels) and the Woodridge Storm U13 team participated. Ritter added that an admission fee was charged for non-Woodridge residents during the tournament and no complaints were received.

Ritter mentioned that Youth Basketball has started the practice season and games are scheduled to begin on January 7<sup>th</sup> at the ARC with 281 players registered (down from last year's 289). Staff feels the registration may be down slightly due to the new Indoor Soccer League being offered during the same time period.

Ritter added that the new Youth Travel Indoor Soccer League for U9-U12 Boys and U10-U11 Girls is at capacity with 38 teams registered. These new leagues have generated over \$48,000 in revenue. Woodridge Storm has three (3) teams participating and the season will begin games on January 6<sup>th</sup>.

Ritter stated the ARC will be hosting a mini-softball tournament on January 7<sup>th</sup> as a test run to see if this type of tournament will work well in the future. Three teams have agreed to participate and each team will play 2 games in a

round robin format. Woodridge, St. Charles and Bartlett will play. If successful, future tournaments or leagues may be offered.

Ritter mentioned our new indoor soccer league for house league players has 20 teams participating and league play will begin on January 21<sup>st</sup>.

Ritter added that Early Bird Registration for the WSA Spring Soccer season is scheduled for January 14<sup>th</sup>, 18<sup>th</sup> and 21<sup>st</sup> at the Community Center.

Ritter noted that eight staff members went through the high ropes course facilitators training for the ARC indoor ropes course. Staff learned how to perform rescues, how to facilitate groups, and what to look for when doing equipment inspections. A ninety (90) question test was required and staff is waiting for the results to determine who will get their certifications to facilitate on our course. Experimental Systems conducted the training, the company that installed the equipment.

Ritter stated that Total combined ARC Fitness Membership sales currently stand at 1,134 with 83 of those adding Group X memberships. 19 Group X punch cards and 40 Open Play punch cards have been purchased. 5 members and 1 non-member have purchased personal training sessions to date and 111 total combined track memberships have been purchased as well.

Ritter mentioned that the annual Santa's Bedtime Stories program saw 61 (last year had 66) kids participate in reindeer games and have pictures taken with Santa while wearing their pajamas. Due to the extremely cold temperatures, staff indicated a few no-shows.

Ritter noted that Winter Wonder Camp took place over the course of four days during the school holiday break with 49 kids registered. Last year, the program had 93 participants over a six-day period.

Ritter concluded his report stating that our Enchanted Ball special event will be held on February 3<sup>rd</sup> at the Community Center.

Commissioner Duffy asked what general comments we have received regarding the ARC. Ritter responded that everyone is very pleased.

### Aquatics

5a. Jenny Knitter began with an action item regarding the Cypress Cove – Pool Painting Project, ACRP#17-10c. Knitter stated that repainting of the main, slide plunge, and lazy river pools are scheduled in next fiscal year's budget. However, while inspecting the pools this past summer, staff discovered many situations where the pool paint is extremely worn (specifically in the Main Pool and Lazy River), exposing the concrete floor bottom in several areas. There are also several patching areas that need to be addressed as well. As a result of the epoxy floor bids coming in much lower than expected and reducing the scope of the floor resurfacing work there are additional funds available to dedicate towards the repainting project. Knitter noted that staff bid this project in fall 2016 and received only one bid which was deemed to be high and was ultimately rejected. Additionally, staff met with the paint manufacturer's local rep to discuss best practices for preparation. As a result alternate bid items will be included for sandblasting the pools prior to the paint application. Staff will prepare specifications and bid documents following the below schedule:

- Authorization to Bid January 10, 2017
- Bid Let January 18, 2017
- Bid Opening February 7, 2017
- Board Recommendation/Contract Approval February 14, 2017
- Construction Starts March 6, 2017
- Substantial Completion April 21, 2017

Staff recommends requests Board authorization to bid the Cypress Cove – Pool Painting Project, ACRP #17-01c.

MOTION by Duffy and seconded by Mahoney to authorize staff to bid the Cypress Cove – Pool Painting Project, ACRP #17-01c.

AYES: Coleman, Duffy, Hohnke, Mahoney

NAYS: None

Absent: Kubal

MOTION CARRIED.

Julie Rhodes began her report stating that Amanda Nichols, Aquatic Supervisor celebrates her 13<sup>th</sup> anniversary on January 19<sup>th</sup>. Congrats to Amanda and looking forward to a great aquatic season.

Rhodes mentioned that the Aquatic Department is preparing for returning staff, and new hires. Returning invitations were sent out in November; the deadline for returning staff was December 26<sup>th</sup>. The return rate for the 2017 season is currently being calculated. The first employee paperwork/tax form day was held on Tuesday, January 5<sup>th</sup>.

Rhodes added that applications for employment for Cypress Cove were made available on January 4<sup>th</sup> both online and at the Community Center and the ARC. Interviews will begin at the end of March. Deadline for accepting application is February 24<sup>th</sup>.

Rhodes noted that the Aquatics department is working on the preliminary FY2017/18 budget and 2017 Fee Schedule for board review at the February Board meeting.

Rhodes concluded her report stating the 2017 Aquatic Guide is scheduled to be delivered beginning Friday, March 3, 2017.

### Parks

John Karesh began his report stating that the holiday lights in front of the Community Center & ARC have been turned off for the season. As weather permits, the tree lights and cords will be removed.

Karesh stated that staff has been working on various tasks in preparation of the ARC opening. Tasks include but are not limited to: soccer goal installation, shelf construction & installation, clock installs and general building cleaning. Staff has also has received training on the HVAC system operation, sprinkler system operation and electrical panel highlights

Karesh mentioned that the ice rinks at Forest Glen Parks tennis courts are installed and ready for cold weather. The larger rink is designated for hockey and the smaller rink is designated for all skate.

Karesh continued his report mentioning that the vehicles and equipment are being brought in for preventive maintenance. This time of year allows for a thorough inspection and or repairs to be ready for the spring season.

Karesh noted that staff is scheduled to repair and paint Castaldo Park picnic tables. There are roughly 45 tables at this location and will take some time to complete the repairs.

Karesh stated that preliminary work has begun for the FY2017/2018 budget process. Staff is gathering information for the budget proposal and reviewing the current budget to ensure our resources are appropriately allocated.

Karesh mentioned that staff has prepared specifications and sought quotes for conducting a tree inventory at Hawthorn Hill Woods. Quotes were sought from Graf Tree Care, Homer and Bartlett and are due back near the end of the month.

Kareh concluded his report mentioning that Chris Pollack, Landscape Specialist is revising the Natural Resource Management Plan to include the Storm water and Open Spaces IGA with the Village and creating a list of properties that fall under the agreement.

### Marketing

Megan Pettit began her report stating that the following information was posted on the web, in the Newspapers and on Facebook; Santa's Bedtime Stories; ARC Memberships & Open House/Fitness Tours; The Little Mermaid Trip; Soccer Shots free trials; Boys Lacrosse Winter Skills Camp; Adult Soccer Leagues.

Pettit noted that the marketing department finalized the REACH displays with the assistance of the IT department in time for the fitness tours; although some troubleshooting continues. Staff exports a Class report to the REACH system once a month for the schedule displays, but monitors/updates a few times a week. The advertising display will be updated as needed per the ARC staff's needs.

Pettit mentioned that countless graphic design projects were completed in time for the grand opening and continue to be created including: flyers/posters for bulletin boards and poster displays, large Group X schedule for fitness center, temporary A-frames and posters and track banners.

Pettit concluded her report stating that marketing department is working on the first draft of the 2017 Aquatic Guide. The guide will go to the printer on February 8<sup>th</sup> and delivery is tentatively scheduled for March 3<sup>rd</sup>. Pettit reviewed information regarding delivery vs. mailing of the guide, and noted that more information will follow at a future Board meeting.

### Safety Committee

Julie Rhodes began her report stating that the January Safety Briefs were emailed to the staff on January 2, 2017.

Rhodes concluded her report by reviewing the Accident/Incident Report for December 2016.

### CONSENT AGENDA

MOTION by Duffy, and seconded by Mahoney to approve Consent Agenda item 1 for approval of minutes and Agenda Items 2 through 29 for Vendor Payment & Payroll Ratification for a total amount of \$2,637,639.32.

1. Regular Board Meeting Minutes .....	December 13, 2016
2. Vendor Payment & Payroll Ratification Report (12/09/16-1/06/17) .....	\$2,637,639.32
3. 3F Corporation, ARC Aluminum and Glass, CDP #15-01c-10, Payout #11 (Final) .....	\$146,000.00
4. Abbey Paving, ARC Site Concrete, CDP #15-01c-03, Payout #5 (Final).....	\$24,951.95
5. Anthony Roofing Tecta America, ARC Roofing, CDP#15-01c-09, Payout #13 (Final) .....	\$123,620.15
6. Automatic Fire Systems, Inc., ARC Fire Protection, CDP#15-01c-17, Payout #6 (Final).....	\$17,262.00
7. Cerami Construction Co., Ltd., ARC Building Concrete, CDP#15-01c-04, Payout #10 (Final) .....	\$39,490.40
8. Cosgrove Construction, Inc., ARC Carpentry, CDP #15-01c-08, Payout #13 (Final) .....	\$233,549.37
9. Dodson Plumbing, Heating & AC, Inc., ARC HVAC/Mechanical, CDP #15-01c-16, Payout #11 (Final)...	\$179,762.49
10. Dodson Plumbing, Heating & AC, Inc., ARC Plumbing, CDP #15-01c-18, Payout #12 (Final).....	\$49,837.26
11. GC Masonry, ARC Masonry, CDP#15-01c-07, Payout #5 (Final).....	\$16,322.40
12. Hoppy's Landscaping, ARC Site Utilities, CDP #15-01c-02, Payout #7 (Final) .....	\$35,852.74
13. Illinois Pump, Inc., Cypress Cove Pumps & Motor Main. & Repl., ACRP #12-01c10, Payout #5 .....	\$1,200.00
14. Kiefer USA, ARC Wood Floors, CDP# 15-01c-12, Payout #3 (Final) .....	\$15,269.15
15. Lenny Hoffman Excavating, Inc., ARC Site Grading, CDP #15-01c-01, Payout #12 (Final).....	\$43,023.64
16. Living Waters Consultants – Crabtree Creek- Phase 1, Final Grant Report & Expanded Services .....	\$2,750.00
17. LPS Pavement Company, ARC Brick Pavers, CDP #15-01c-20, Payout #6 (Final) .....	\$14,647.50
18. McKinney Steel & Sales, ARC Structural Steel, CDP#15-01c-06, Payout #12 (Final).....	\$159,647.80
19. MidCo Inc., ARC Security System – Alarm Purchase and Installation, CDP #16-01pc-05, Payout #3 (88%) .....	\$1,575.00

20. Mr. David's Flooring, ARC Flooring, CDP #15-01c-10, Payout #4 (Final).....	\$135,336.00
21. Nedrow Decorating, Inc., ARC Painting, CDP #15-01c-14, Payout #4 (Final) .....	\$42,230.00
22. Richmond Electric Co., Inc., ARC Electrical, CDP #15-01c-19, Payout #10 (Final).....	\$443,493.02
23. Sievert Electric Service & Sales Co., ARC Scoreboards and Marquee, CDP #15-01c-23, Payout #2 (Final).....	\$5,287.00
24. Spancrete of Illinois, Inc., ARC Precast Concrete, CDP #15-01c-05, Payout #9 (Final).....	\$64,988.00
25. Thyssenkrupp Elevator, ARC Elevator, CDP #15-01c-15, Payout #4 (90%) .....	\$2,946.06
26. Thyssenkrupp Elevator, ARC Elevator, CDP #15-01c-15, Payout #5 (Final).....	\$8,790.00
27. Williams Architects, Athletic Recreation Center – Architectural Consultant Services, CA#14-01pc-01, Payout #35 (Final).....	\$2,519.61
28. Williams Architects, Athletic Recreation Center – Architectural Consultant Services, CA#14-01pc-01, - Contract Amendment No. 3 (ARC Phase 2 – Architectural Services), Payout #2 (26%).....	\$53,515.00
29. Woodland Commercial Landscape, ARC Landscaping & Playground, CDP #15-01c-21, Payout #5 (Final).....	\$38,160.42

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

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

Director's Report

F.1.a. Mike Adams began his report with an action item regarding Job Description Revisions & Additions. Adams asked the Board to consider approval of an Ordinance to adopt revised and new job descriptions in the Woodridge Park District Comprehensive Policies & Procedures Manual & Job Descriptions Manual.

Adams noted the following proposed revised and new job descriptions are as follows:

- 8.3.40.2.2 KIDZ Squad/Club Site Director (Revised) – revised to incorporate the New Kidz Club Site Director position.
- 8.3.40.2.3 KIDZ Squad/Club Leader (Revised) – revised to incorporate the New Kidz Club Leader position.
- 8.3.40.2.26 Rope Course Attendant (New)

Staff recommended the Board approve Ordinance No. 17-1, An Ordinance Adopting Revisions to the Woodridge Park District Comprehensive Policies and Procedures & Job Descriptions Manual (8.3.40.2.2 Kidz Squad/Club Site Director, 8.3.40.2.3 Kidz Squad/Club Leader, 8.3.40.2.26 Ropes Course Attendant).

President Hohnke asked if anyone has inquired about the Rope Course. Don Ritter replied “yes”, but we are still in the planning/training stage. Hopefully, we will begin using the course in February.

MOTION by Duffy and seconded by Mahoney to approve Ordinance No. 17-1, An Ordinance Adopting Revisions to the Woodridge Park District Comprehensive Policies and Procedures & Job Descriptions Manual (8.3.40.2.2 Kidz Squad/Club Site Director, 8.3.40.2.3 Kidz Squad/Club Leader, 8.3.40.2.26 Ropes Course Attendant).

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

F.1.b. Adams next action item seeking approval was the revision to the Organizational Chart for FYE2017 to revise the titles of Program Assistants to their approved job description titles (Camp Site Directors, Camp Counselors), add the new

position of Ropes Course Attendants, and revise Kidz Squad (Before & After School) Director & Leaders job description to include Kidz Club (ARC Kid Watch) Director & Leaders.

Adams noted that the Board approved the organization chart on May 10, 2016 and revisions dated September 13, 2016.

MOTION by Duffy and seconded by Mahoney to approve the revisions to the Woodridge Park District Organizational Chart for FYE2017 dated 1/10/17.

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

F.1.c. Adams continued with his next item regarding approval of the additions to the annual Recreational Seasonal salary and wage range for FYE2017.

Adams stated that the Board approved the FYE2017 Salary Wage Range at the May Board Meeting and subsequent revisions at the September and November Board Meetings.

- 1.) Job Description Title Change Only: From Kidz Squad Director to Kids Squad / Club Director.
- 2.) Job Description Title Change Only: From Kidz Squad Leader to Kids Squad / Club Leader.
- 3.) Concessionaires (ARC) – Seasonal (S2 – Part Time / < 12 Months/year / <1,000/year)
- 4.) Ropes Course Attendant – Seasonal (S2 – Part Time/ < 12 Months/year / <1,000/year)

MOTION by Mahoney and seconded by Duffy to approve the FYE2017 Salary and Wage Range to include the salary ranges for the Concessionaires (ARC) (S2) and Ropes Course Attendant (S2).

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

F.1.d. Adams next action item seeking approval was a resolution authorizing the Executive Director (and the Deputy Director in the Executive Director's absence) to enter into a purchase agreement for electrical power.

Adams stated that in 2007, the State of Illinois deregulated its electric market. Prior to that, ComEd both generated and delivered the power to residential and commercial customers. The legislation required ComEd to transfer ownership of its nuclear reactors to its parent, Exelon. Illinois then opened up its borders for other energy generators to compete with Exelon. ComEd remains a monopoly and delivers the power to commercial and residential users, regardless of who generates the power.

Adams noted that the Park District has been using NIMEC as its broker since 2008. NIMEC is paid by the electric supplier for originating the business. The Park District does not compensate NIMEC and is not under contract with NIMEC.

Adams added that NIMEC has extensive expertise in the northern Illinois power market. Also, NIMEC manages a buying collaborative, aggregating the collective power of 123 municipalities, as well as 47 Park District/park district/water districts. The collective volume of the buying collaborative (\$15 to \$20 million/year) allows NIMEC to negotiate rates that are lower than what an individual Park District could negotiate on their own. The Park District has enjoyed a good working relationship with NIMEC since 2008.

Adams stated that NIMEC will be holding the bid sometime between February 1<sup>st</sup> and March 31<sup>st</sup>, depending upon the market conditions. If rates are flat or declining, we will hold off on the bid, until a market bottom is reached. NIMEC will

deliver weekly updates on the status of the bid date. Once the bid date is set, we will provide 3-5 days of advance notice. This pricing practice has achieved favorable results over the last several years.

Adams noted that the following accounts will be included in the bid: ARC - 8201 Janes Ave, Maintenance - 8325 Janes Ave, Janes Sport Fields Court Lights - 7927 Janes Ave, Cypress Cove & Orchard Hill Sports Field Lights - 8301 Janes Ave, Village Greens Golf Course - 1575 75<sup>th</sup> St., Community Center - 2600 Center Drive.

Adams added that NIMEC will be providing 12, 24 and 36 month pricing options. Each member will pick the term that best fits its needs.

MOTION by Coleman and seconded by Mahoney to approve Resolution No. 17-6, A Resolution Authorizing the Participation in the Northern Illinois Municipal Electric Collaborative (NIMEC) to Obtain Bids from Electricity Providers and Authorize the Executive Director of Parks and Recreation to Approve a Contract with the Lowest Cost Electricity Provider for a Period Up to 36 Months.

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

Adams stated that in accordance with Illinois Compiled Statutes under the Park Code, resolutions are required to approve change orders when the amount of a series of change orders either increases or decreases the amount of a contract by \$10,000 and /or extends the contract by 30 days. The following are recommended resolutions approving change orders for the respective contract agreements as well as recommended change orders less than \$10,000. A brief description is provided in the board report to identify the specified change in work and corresponding amount. The change orders requesting approval are the final changes to close out each of the contractors contracts.

F.2.a. Resolution No. 17-01, A Resolution Authorizing a Change Order in Regard to Athletic Recreation Center – Site Concrete (Abbey Paving & Sealcoating Co., Inc.) CDP #15-01c-03, Involving a Decrease in the Contract Price in Excess of \$10,000.00.

Staff recommended the Board approve Resolution No. 17-01, A Resolution Authorizing a Change Order in Regard to Athletic Recreation Center – Site Concrete (Abbey Paving & Sealcoating Co., Inc.) CDP #15-01c-03, Involving a Decrease in the Contract Price in Excess of \$10,000.00.

MOTION by Duffy and seconded by Mahoney to approve Resolution No. 17-01 as noted above.

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

F.2.b. Resolution No. 17-02, A Resolution Authorizing a Change Order in Regard to Athletic Recreation Center – Flooring (Mr. David's Flooring International, Inc.) CDP#15-01c-10, Involving an Increase in the Contract Price in Excess of \$10,000.

MOTION by Duffy and seconded by Mahoney to approve Resolution No. 17-02 A Resolution Authorizing a Change Order in Regard to Athletic Recreation Center – Flooring (Mr. David's Flooring International, Inc.) CDP#15-01c-10, Involving an Increase in the Contract Price in Excess of \$10,000.

AYES: Coleman, Duffy, Hohnke, Mahoney  
NAYS: None

ABSENT: Kubal  
MOTION CARRIED.

F.2.c. Resolution No. 17-03, A Resolution Authorizing a Change Order in Regard to Athletic Recreation Center – Plumbing (Dodson Plumbing, Heating and Air) CDP#15-01c-18, Involving an Increase in the Contract Price in Excess of \$10,000.

MOTION by Duffy and seconded by Mahoney to approve Resolution No. 17-03, A Resolution Authorizing a Change Order in Regard to Athletic Recreation Center – Plumbing (Dodson Plumbing, Heating and Air) CDP#15-01c-18, Involving an Increase in the Contract Price in Excess of \$10,000.

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

F.2.d. Resolution No. 17-04, A Resolution Authorizing a Change Order in Regard to Athletic Recreation Center – Artificial Turf (Field Turf) CDP #15-01c-13, Involving an Increase in the Contract Price in Excess of \$10,000.00.

MOTION by Duffy and seconded by Mahoney to approve Resolution No. 17-04, A Resolution Authorizing a Change Order in Regard to Athletic Recreation Center – Artificial Turf (Field Turf) CDP #15-01c-13, Involving an Increase in the Contract Price in Excess of \$10,000.

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

F.2.e. Resolution No. 17-05, A Resolution Authorizing a Change Order in Regard to Athletic Recreation Center – HVAC & Mechanical (Dodson Plumbing, Heating & Air) CDP #15-01c-03, Involving a Decrease in the Contract Price in Excess of \$10,000.00.

MOTION by Duffy and seconded by Mahoney to approve Resolution No. 17-05, A Resolution Authorizing a Change Order in Regard to Athletic Recreation Center – HVAC & Mechanical (Dodson Plumbing, Heating & Air) CDP #15-01c-03, Involving a Decrease in the Contract Price in Excess of \$10,000.00.

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

F.2.f-2.t Adams final action item seeking Board approval was regarding the January 2017 Regular Board Meeting Agenda Items F.2.f through F.2.t. to approve Change Orders to the contracts for the Athletic Recreation Center (ARC) Project #15-01c.

MOTION by Duffy and seconded by Mahoney to approve the January 2017 Regular Board Meeting Agenda Items F.2.f through F.2.t. to approve Change Orders to the contracts for the Athletic Recreation Center (ARC) Project #15-01c.

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

3. Adams concluded his report stating that Phase 2 of the ARC will be reviewed at next month's meeting.

### COMMITTEE REPORTS

G.1.b -SEASPAR – Adams began with an action item seeking Board approval to ratify the SEASPAR Board's Approval of a revision to the SEASPAR'S Joint Agreement.

Adams noted that at the SEASPAR December 20, 2016 meeting, the SEASPAR Board approved the following change to the Joint Agreement relating to the recent statutory change in the limit or threshold for purchasing. The next step required to change the Joint Agreement is the ratification of the change by 2/3 of the member entity boards.

Adams stated that the current Joint Agreement threshold of \$20,000 was the statutory limit when the joint agreement was last revised. The statutory limit was recently changed to \$25,000. In order to update the agreement and to make the document flexible to accommodate future statutory limit changes. The action needing ratification is to remove \$20,000 and replace it with the words "statutory limit". It is recommended that the following change be made to update Section III, A.8. Of the Joint Agreement. The section would read:

### III. ORGANIZATION AND FUNCTION

#### A. Board of Directors

8. The Board shall approve all contracts and leases that are entered into by the Association which involve expenditures exceeding the statutory limit (the "threshold"). Approval of all contracts shall be in accordance with State statutes applicable to the member Entities. Other contracts and leases below the threshold can be entered into by the Executive Director as long as the amount of the annual expenditure is within the line item budget and does not obligate the Association beyond that which has been authorized and/or approved by the Board.

Staff recommended the Board ratify the SEASPAR Board of Directors approval of a revision to the Joint Agreement relating to the Recent Statutory Change in the Limit or Threshold for Purchasing.

MOTION by Duffy and seconded by Mahoney to ratify the SEASPAR Board of Directors approval of a revision to the Joint Agreement relating to the Recent Statutory Change in the Limit or Threshold for Purchasing.

AYES: Coleman, Duffy, Hohnke, Mahoney

NAYS: None

ABSENT: Kubal

MOTION CARRIED.

JUBILEE – No Report.

PDRMA – Adams offered congratulations to Julie Rhodes and the Woodridge Park District staff for receiving the 2016 Loss Control Award, Level A-Accreditation.

### EX-OFFICIO REPORT

1. Plan Commission – Adams noted that Pulte Homes is busy building the Coach Homes at Seven Bridges.
2. Chamber of Commerce – No Report.
3. Affiliated Athletic Associations – No Report.

### OLD BUSINESS

None.

### NEW BUSINESS

None.

EXECUTIVE SESSION

MOTION by Mahoney and seconded by Duffy, to adjourn to Executive Session under Section 2(c) (1) to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District.

President Hohnke requested a roll call. Upon a roll being called: ALL AYES. MOTION CARRIED.

The Board adjourned to Executive Session at 7:58 p.m.

RECONVENE OPEN SESSION

The Regular Board Meeting of January 10, 2017 reconvened at 8:18 p.m. Upon a roll of Commissioners being called, the following were Present: Coleman, Duffy, Hohnke, Mahoney. Staff present: Adams, Larsen. Absent: Kubal.

ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn was requested. MOTION by Duffy, seconded by Coleman to adjourn the meeting of January 10, 2017 at 8:18 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted,



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Jack Mahoney, Secretary