

WOODRIDGE PARK DISTRICT  
Regular Board Meeting  
April 11, 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: Duffy, Hohnke, Kubal and Mahoney. Absent: Commissioner Coleman Staff present: Adams, Evans, Karesh, Knitter, Larsen, Pettit, Pollack, Rhodes, Ritter.

OTHERS IN ATTENDANCE: None

#### PRESIDENT'S REPORT

President Hohnke began his report offering congratulations to Commissioner Duffy and Commissioner Mahoney for being re-elected from the Consolidated Election held on April 4, 2017. The swearing in ceremony will be held on May 7<sup>th</sup> at 3:30 at Village Hall.

President Hohnke then congratulated Michael Cantalupo (Village Greens Golf Shop Attendant) and Kenneth Kane (Village Greens Golf Shop Attendant) for 10 years of service with the Woodridge Park District, and Gilbert Rimsnider (Village Greens Starter/Ranger) and John Wassel (Village Greens Outside Services Attendant) for 5 years of service with the Woodridge Park District.

President Hohnke noted that the annual "Park Clean-up Day" was held April 8, 2017. John Karesh reported that 170 volunteers were on hand to clean up eleven (11) different park sites, including the new park located in the Timbers Edge development.

President Hohnke announced that the Midwest Institute of Park Executives (MIPE) & Illinois Park & Recreation Association's (IPRA) Parks & Natural Resource Management Section would be participating in an ARC Facility Presentation & Tour, April 12<sup>th</sup> at 10 a.m.

President Hohnke stated that annual Village of Woodridge Town Meeting will be held April 13<sup>th</sup>, from 5:30 p.m. – 7:00 p.m. at Bobak's Signature Room.

President Hohnke continued his report noting that an Open House to review the 83<sup>rd</sup> Street Park Master Plan will be held Thursday, April 20, from 7:00 – 8:00 p.m. at Siple School. Jenny Knitter presented an overview of the plan pointing out the site's simple design with proposed features including a soccer field, shelter and bike paths. The parking lot will be completed pursuant to the Capital Replacement Program. Adams stated one of the goals for this park site is to provide permitted picnicking opportunities. He added funds are secured in the current budget to complete the project. Commissioner Duffy asked if a timeline had been set for the project, and Knitter replied that while a timeline had not been established yet, they tentatively estimate it will start in Fall 2017. Commissioner Kubal asked if the school was on board with the project and Knitter said she had spoken to the Siple School principal and he was excited about the project. Adams added the School District #68 Administrative Staff also responded back that they have no concerns.

The Board asked about the status of the Village's portion of the property as to whether or not the Village would consider donating the property to be included in the master plan. Adams responded that the Village previously completed an appraisal and was seeking compensation for the property. He added the Park Board previously indicated it was not interested in purchasing the property since it was already in the public domain and should be retained for open space. Board discussion continued about the Board's desire for the property to be retained for open space and cited the basis for a potential donation based on past precedence of previous intergovernmental land donations. The Park District donated acreage to the School District at 83<sup>rd</sup> Street Park to Siple School to preserve the baseball field and the School District donated land to the Village from Jefferson Jr. High School to the Village for

future Town Centre improvements. Adams also mentioned the Park District has been maintaining, at the District's cost, the Village's portion of the property. Further discussion ensued about possible use of the property if it was not retained as open space. The Board asked President Hohnke to communicate with the Mayor to see if the Village would re-consider donating the property for open space and park use.

President Hohnke then reminded everyone that there will be a Special Board Meeting (ARC Bids/Contracts & Budget Workshop) on Saturday, April 22, 2017 at 8 a.m.

President Hohnke announced that he and Adams will be attending the Illinois Association of Park District (IAPD) legislative conference in Springfield May 2-3.

President Hohnke ended his report noting that Motion Explosion will be held at Cypress Cove on Friday, May 12 from 11:00 a.m. – 2:00 p.m.

## STAFF REPORTS

### Finance

1.a. Joan Larsen began her report with an action item regarding transferring money between Golf Course Funds. Larsen explained that historically, Fund 09, Golf Course Working Cash (currently \$66,052.36), has held the cash reserve required of the expired Intergovernmental Agreement with the Village of Woodridge. Since the agreement has been superseded by the long term lease agreement, this cash reserve no longer needs to be retained in a separate fund. Annual fund balance reserve review for golf course funds will be prepared at the end of each fiscal year in tandem with the other District's funds.

Staff recommended transferring the cash balance (currently \$66,052.36) to the fund balance in Fund 18, Golf Course Operating Fund and closing money market account #90509708 with BMO Harris Bank.

MOTION by Duffy and seconded by Mahoney to transfer the cash balance (currently \$66,052.36) to the fund balance in Fund 18, Golf Course Operating Fund and closing money market account #90509708 with BMO Harris Bank.

President Hohnke requested a roll call.

Upon a roll being called:

AYES: Duffy, Hohnke, Kubal, Mahoney

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

Larsen stated that Staff is actively working on the annual budget and that preliminary fieldwork for the 2016/2017 audit is scheduled for May 18<sup>th</sup>. Engagement letters for Sikich have been prepared and submitted for approval by the Board.

Larsen reported that the Golf Course modified general ledger close along with a profit and loss statement for the 12 (12) month period ended December 31, 2016 is complete and that full financial reporting is available on our ftp site. The Net Profit from Operations 2016 was \$245,618.09 which will be reinvested into capital improvements. She added that full financial 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.

Brandon Evans added that Village Greens has been profitable twenty (20) consecutive years, then moved on to review the major budget variances. Commissioner Kubal asked how 2016 profit compared to 2015. Evans responded that they were about the same. Commissioner Hohnke asked Evans if there was a more accurate way to budget to

better reflect actuals, so there aren't as many variances from budget to actual comparisons and certain line items. Evans responded that they do their best to estimate but there are often unforeseeable factors and variables that affect the budget such as weather.

Larsen noted that staff is actively soliciting recruits for the 2017 hiring season. Staff performance evaluations for all full time and select permanent part-time positions are due on May 1<sup>st</sup>. Supervisors are actively working on completion of these important evaluations as well as submitting their recommendations for merit compensation increases.

Larsen concluded her report sharing that the golf course Mitel phone installation is now complete as well as all cabling work. There is a punch list of minor adjustments that need to be addressed with the software but otherwise everything is working well. Projects still outstanding include enhancement of the Wi-Fi at the golf course. Staff is also deploying an instant messaging software tool (Spark ) in April that will enhance communication for non-full time staff who do not have access to District e-mail. The main focus is on enhancing communication for the now expanding customer service group at the ARC but other areas many benefit as well. This software tool operates only with the District network.

#### Planning:

2a. Jenny Knitter began her report seeking Board action regarding a change order to the 2016 Community Center HVAC Replacement Project, CRP #16-16c. Knitter shared that in the process of draining and refilling the hot water piping to tie-in the new system with the existing, the contractor brought to staff's attention some issues with the existing heating system in the administrative office. The hydronic system has been and is currently experiencing low/restricted flow. This low flow issue is currently reducing the amount of heat being distributed throughout the building. While investigating the low issues for various VAV units, they found that the filters were severely clogged. This change order proposes maintenance work be performed to allow proper/better flow to all devices receiving hot water supply/hot water return fluids. The contractor will supply two men for one day to remove, clean, and reinstall strainers and backwashing the VAV units to clean the coils throughout the building. Staff confirmed the need for this work with the project engineer and requested a proposal. The proposal is also inclusive of miscellaneous gaskets and cleaning solutions.

MOTION by Kubal and seconded by Mahoney to approve Change Order #1 to Jensen's Plumbing & Heating, Inc.'s contract for a net increase not to exceed of \$2,115.00 for the 2016 Community Center HVAC Replacement Project, CRP #16-16c to improve flow in the existing hydronic heating system.

AYES: Duffy, Hohnke, Kubal, Mahoney

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

Knitter continued that the contractor for the Community Center HVAC Replacement Project started on March 27<sup>th</sup> and within the first week of construction they were able to complete all required demolition, install the new air handling unit, install the new exterior condenser, install new dampers in the ceiling above the women's restroom in the lobby, and install and insulate all piping between the boiler room and the mechanical room. All this work was completed during the spring break week when the Tot School program was out of session. The engineer estimates that roughly 80% of the project has been completed to date and all public spaces are now accessible. The remaining work is located primarily in the mechanical and boiler rooms on the lower level and outside the building around the condenser. Anticipated start-up of the new system is the week of April 10<sup>th</sup> with commissioning to follow as weather permits.

Knitter reported that field work was completed in March for the 2017 Nicor Easement Survey Project, CA #17-01pc. Staff will be receiving survey data this month and develop a plan for the development of the bike path for review by

Nicor. She added that there are no updates from Nicor related to 63rd Street Park or Hobson Hill Subdivision by Meadowview School.

Knitter stated that staff is currently investigating options related to locating a park shelter at the ARC soccer fields site to accommodate camp needs as well as park shelter rental opportunities. Concept will be presented at a future board meeting to seek board feedback.

Knitter noted that Crabtree Creek- Phase 1: Streambank Stabilization is almost complete. The goal is for the contractor to complete site restoration including the out lot that was used for staging and site access upon completion of similar work for the Village, within the next month. The grant documentation has been completed relative to the work done by the Park District. Staff is waiting for follow-up from the state grant administrator.

Knitter ended her report with Triangle Park Phase 1, sharing that staff was asked to post the Public Hearing information regarding an amendment to the CDBG-DR grant awarded to DuPage County associated with the Triangle Park Grant. Since there were several projects by other agencies that were not proceeding forward and some projects that required less funding for various reasons, this public hearing is associated with redistribution of funding provided by Federal HUD funds. Knitter noted that staff did inquire if additional funds would be available for the Triangle Park project since the other county grant was rejected. CDBG grant staff indicated that there is no additional money available because the Triangle Park Project is not considered a low to moderate income area, therefore it would not be ranked high for additional funding. The CDBG-DR grant deadline in which all work and paperwork must be completed is May 30, 2019. Currently, staff as well as Living Waters Consultants is investigating other options related to grant opportunities through the county.

Adams informed the Board that staff recently met with Village staff to further discuss the proposed project and alternate flood reduction solution options being evaluated by the Village to determine what impact if any it has on the proposed Triangle Park storm water improvement project and 63<sup>rd</sup> Street Park. Adams added the Village is also looking into resolving other residential flooding issues near Castaldo Park and Lake Harriet and inquired about the potential option of installing storm water pipes through park land. Further discussion ensued regarding drainage easements.

#### Golf Course

3.a. Brandon Evans began his report with an action item seeking approval for the 2017 Golf Course Fee Schedule. The fees were presented and Evans stated that they would remain unchanged from 2016. Commissioner Hohnke asked if the golf course received any complaints about the pricing. Evans responded they receive some complaints but explained that more and more golf courses are becoming flexible with their pricing structure. Greens fees can change from day to day depending on weather or other factors.

Staff recommended the Board approve the 2017 Golf Course Fee Schedule as presented.

MOTION by Duffy and seconded by Mahoney to approve the 2017 Golf Course Fee Schedule as presented

AYES: Kubal, Mahoney, Duffy, Hohnke

NAYS: None

Absent: Coleman

MOTION CARRIED.

3.b. Evans moved on to his second action item seeking Board authorization to bid out the Village Greens Irrigation Satellite Control Box Replacement Project VGCRP #17-04c. He reported that the system of Irrigation Control boxes is aged and in disrepair. Additionally, due to the age of the system, several mechanical elements, including timing clocks, are difficult to source and purchase when repairs are needed.

Commissioner Hohnke asked how much the project would cost. Evans responded that they currently have \$60,000 budgeted. Because the Irrigation Control Boxes are a proprietary system, he anticipates only having one bidder – Reinders. He believes the bid will come in under by \$6,000 - \$8,000, which is cheaper than TCPN pricing. Commissioner Duffy asked how many boxes needed replaced. Evans stated 7 or 8.

MOTION by Duffy and seconded by Mahoney to authorize staff to bid a new Irrigation Satellite Control Box System Project, VGCRP #17-04c in accordance with the Village Greens Golf Course FYE2018 Capital Replacement Program.

AYES: Kubal, Mahoney, Duffy, Hohnke

NAYS: None

Absent: Coleman

MOTION CARRIED.

Commissioner Hohnke asked if the clubhouse construction was completed. Evans responded that it is 99% complete and that they are just waiting on having the office windows tinted and repairing a hole in the wall.

Evans completed his report stating that Village Greens hosted 501 rounds in March, down from 1,057 last year. Rain and cooler temperatures contributed to the decline in rounds. Year-to-date (YTD) rounds are up from last year, 1,190 vs. 1,057.

#### Recreation

4.a. Don Ritter began his report with an action item seeking approval on the revised Athletic Recreation Center (ARC) Fee Schedule. The revised fee schedule includes lower rates for Program Room Rentals for the purposes of increasing room rentals.

Staff recommended the Board approve the revised Athletic Recreation Center (ARC) Fee Schedule as presented.

MOTION by Duffy and seconded by Mahoney to approve the revised Athletic Recreation Center (ARC) Fee Schedule.

AYES: Kubal, Mahoney, Duffy, Hohnke

NAYS: None

Absent: Coleman

MOTION CARRIED.

Ritter continued with updates to current programs. The Woodridge Soccer Association outdoor season is scheduled to begin with scrimmages on April 15<sup>th</sup> and official games on April 22<sup>nd</sup>. The Over-30 Baseball program is scheduled to begin on April 23<sup>rd</sup> with nine teams registered, up one team from last year. The annual Road Rally event is scheduled for April 22<sup>nd</sup> with participation from the Park Districts of Naperville, Bolingbrook, Downers Grove and Lisle. Registration is currently at seventy-eight (78) teams, the same amount as last year at this time. This includes nine (9) teams from Woodridge which is down from years past.

Ritter shared that interviews for summer camp positions concluded on March 31<sup>st</sup>. With quite a few staff returning from last summer, only a handful of spots were available. Staff is now focusing on booking field trips, updating manuals/policies and figuring out new camp logistics with the move to the ARC.

Ritter stated that Motion Explosion will be held on May 12<sup>th</sup> at the Cypress Cove parking lot. All of last year's trucks are returning along with the addition of Naperville trolley Company and hopefully a vintage/classic fire truck from the Aurora Regional Fire Museum. In addition, our mascots Splash, Splish, and ACE will be on site and staff is looking into getting other mascots to participate in a mascot race.

Ritter noted that a few spring programs have been temporarily re-located from the Community Center to the ARC due to the HVAC project, including Tae-Kwon-Do, Shotokan Karate, Tot Rock, Kid Rock, Aerial Gymnastics and the Golden Years.

Ritter then shared that due to falling enrollment, the In-House Girls Softball program is teaming up with Burr Ridge, Darien, Lisle and Westmont this season. Registration is currently at twenty (20) participants (2 teams) for the Instructional League, twenty-three (23) (2 teams) for the Minor Division and thirteen (13) players (1 team) for the Juniors. Games are scheduled to begin April 22<sup>nd</sup>.

Ritter continued his report with ARC updates. Two (2) groups are scheduled for Ropes Course rentals in April and another one has been booked in May. Staff anticipates the bookings to increase as we begin to market the program more and as the facility schedule opens up as sports teams/participants begin to move their activities outdoors. Kidz Club participation continues to be extremely low. Attendance for February was thirty-four (34) kids (14 days) and sixty-six (66) kids in March (27 days), both months averaging about 2.4 kids per day. Staff will continue to monitor and evaluate. Finally, the new Open Playtime on Thursday mornings (10:00 a.m. - 1:00 p.m.) at the ARC has been widely popular with both kids and parents. Total kid participation has been 267 over the course of four days (average of 67 per day).

Ritter concluded his report addressing an issue with the Child Care Assistance Program (CCAP). The Illinois Department of Human Services partners with child care providers to serve low income families through the CCAP. To help ensure the health and safety of children, the Federal government is now requiring that providers complete specific health, safety and child development training, have current CPR/First Aid certification, and complete annual training hours. In Illinois, all current licensed and license-exempt centers participating in CCAP will have minimum training requirements. In order to continue receiving CCAP payments, these trainings must be completed by September 30, 2017. After this, annual training requirements will go into effect. The programs are offered on-line at no charge, but the amount of time it will take for all of our employees (Kidz Squad, Totschool, Summer Camps) to complete all of the training modules will have a huge impact on our program budget/fees. Beginning the following year, there will be annual training hours required as well. Potentially, the costs could be as high as \$8,500 per year. Adams added that the real difficulty may lie in staff retention; that if staff knows they have to complete fifteen (15) hours of training every year they may not be inclined to come back.

Ritter reported that many agencies are struggling with this issue and are trying to determine if they can afford to train their staff or consider dropping the program, which in turn will affect low-income families who rely on the state funding to participate in these Park District programs. If the Park District drops the CCAP it would affect kids and families in Kidz Squad and Summer Camp. In 2016, twenty (20) summer camp participants benefitted from CCAP. Commissioner Duffy asked if participation in the CCAP program is mandatory. Ritter said the program is not mandatory and if we dropped CCAP, Kidz Squad and Summer Camp would still go on. Further discussion will be required with the Village and Rotary Club due to their additional subsidies to determine the financial impact on those programs. Staff will continue discussions on other possible options/resolutions and seek board input on final decision.

### Aquatics

Julie Rhodes opened her report deferring to Knitter for an update on the Cypress Cove painting, caulking and sandblasting project. Due to the snow and rain encountered this month, weather has been a bit of a delay. Pools have been cleaned and prepped, caulking and patching is currently in progress for the main pool and plunge pool to be followed up with painting at those pools. The last area, the lazy river will then be sandblasted and caulked, patched and painted. Each of these next steps is weather dependent.

Rhodes concluded her report with the following general information:

- Early Bird Season Pass sales began Monday, March 20<sup>th</sup>, Preseason Season Pass sales will begin on Monday, April 10<sup>th</sup>.

- Darien and Downers Grove Park Districts both released their cooperative agreement residency verification letters on Monday, March 20<sup>th</sup>.
- Online, by fax, by mail, drop-off and drop-in membership renewal options are again available to renewing resident and nonresident members. Downers Grove and Darien Coop participants must register in person.
- Registration for all Aquatic Programs began on Wednesday, March 8<sup>th</sup>.
- Interviews for Cypress Cove employment will be completed by April 21<sup>st</sup>.

### Parks

John Karesh opened his report sharing that all soccer fields, including Janes Park baseball field, are being lined, fertilized and prepped as weather allows for the 2017 season. Bleacher and goal placement should be completed by April 10<sup>th</sup>.

Karesh noted that the Chip pile program is set to begin May 13<sup>th</sup>, and will be held the second Saturday of every month May thru October.

Karesh mentioned that staff took delivery of our 2017 tow behind aerial lift. The lift has a thirty-five (35) foot maximum height and will be stored at the maintenance facility.

Karesh reported that the Maintenance Department hosted a chipper safety training class in conjunction with PDRMA at the District's maintenance facility. The training was run by PDRMA and was open to all of its members. In return for hosting the training we were able to send two (2) employees to the training at no cost.

Karesh added that staff ordered a 72" Brushcat brush mower attachment for the skid-steer equipment. This was a Capital Development purchase for the maintenance of the natural area sites. This attachment will provide the opportunity to maintain space in natural areas throughout the District. Staff selected the low quote from Atlas Bobcat with Director Approval in the amount of \$7,103.00.

Karesh said that staff worked with the planning department to demolish and remove the damaged skate park ramps that were replaced under warranty.

Karesh shared that the shop's air compressor stopped working on April 5<sup>th</sup>. This compressor is fourteen (14) years old and was scheduled for replacement next budget season as it is on a fifteen (15) year replacement cycle. Due to the necessity of the compressor, a new air compressor was ordered and should arrive in a day or two at a price of \$1,795.00. Fortunately, the Capital Replacement Program can handle this purchase due to other purchases coming in under budget.

Karesh noted that staff is currently working on these projects:

- Cabs, blowers, and brooms are being removed from the Toro 7200 series and mowing decks are being installed.
- Ornamental grasses in the planting beds are being cut back at various park sites as weather permits.
- The Hawthorne Hill woods tree inventory has started and should be complete in the next couple of weeks.
- Park sites are being fertilized & sports fields are being aerated.
- Ball Fields are being opened as weather and conditions permit, which has been difficult to access to date due to the excessive moisture from rain events. This includes raking the surface, leveling, and providing a final drag with our drag mat. Ball mix & Turface will be added as needed and as time permits.

Karesh mentioned that work continues at Cypress Cove on preseason responsibilities. Some of the projects completed to date are the replacement of the chemical pump tubing, replacement of the CO<sub>2</sub> tubing, repair and installation of the filter building insulation, aquatic center bollard rope repairs and some siding repairs. Staff is still waiting on the 2017 chemical pricing, however, we do anticipate this being favorable.

Karesh concluded his report reporting that the invasive woody removal project at Hawthorne Hill Woods and Boundary Hill Woods has been completed and that work has started at Westminster Park. Karesh explained that there were a few issues with some residents located near the work. The contractor accidentally crossed the property line of one resident and took out some of the invasive vegetation, and another resident angrily confronted the contractor and the District's Landscape Specialist when they were near his property line. Adams added that during this project it was discovered that many residents are encroaching on Park District property with their personal belongings such as fire pits and lawn furniture, which will need to be addressed.

### Marketing

7.a Megan Pettit opened her report with the bid opening results of the 2017-2018 Activity Guide Printing Bid Results. The bid opening was held on Friday, March 24<sup>th</sup>. Three (3) bids were received. Bid results are as follows:

American Litho:	\$23,847.00
K.K. Stevens Publishing & Co:	\$25,411.00
Castle Printech:	\$49,690.00

Pettit noted that American Litho qualified their bid form with a reduced page size (1/4" reduction) from the specified size (8.5" x 11") and therefore is not a responsive bidder. They did not ask if this deviation would be accepted prior to the bid opening, which could have been addressed in an addendum. The reduction in the size is not an issue from staffs' perspective, but the other bidders weren't provided the opportunity to bid on a reduce size. This reduction allowance may be considered in future bids.

Commissioner Duffy asked why we did not re-bid the project. Pettit responded that we were under deadline with budgeting and we would not get the new bids back in time. Commissioner Duffy asked if the Park District has worked with K.K. Stevens Publishing before. Pettit said we have not but that she called other Park Districts that use them and they received good recommendations.

Staff recommended the Board reject the apparent low bid submitted by American Litho due to non-conformance of specifications.

MOTION by Duffy and seconded by Mahoney to reject the apparent low bid submitted by American Litho due to non-conformance of specifications.

AYES: Kubal, Mahoney, Duffy, Hohnke

NAYS: None

Absent: Coleman

MOTION CARRIED.

Staff recommended the Board accept K.K. Stevens Publishing as the low qualified responsive bidder in the amount of \$25,411.00.

MOTION by Duffy and seconded by Mahoney to accept K.K. Stevens Publishing as the low qualified responsive bidder in the amount of \$25,411.00.

AYES: Kubal, Mahoney, Duffy, Hohnke

NAYS: None

Absent: Coleman

MOTION CARRIED

### Safety Committee

Julie Rhodes stated that the March Safety Briefs were emailed to the staff on April 1, 2017.

Rhodes noted that CPR/AED/First Aid training (re-certification and initial certification) for Totschool staff was completed. Forty (40) staff currently certified.

Rhodes concluded her report by reviewing the Accident/Incident report for March 2017.

CONSENT AGENDA

MOTION by Duffy, 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 \$949,265.28.

1. Regular Board Meeting Minutes..... March 14, 2017
2. Vendor Payment & Payroll Ratification Report (3/10/17-4/6/17)..... \$949,265.28
3. Atlas Bobcat, 72" Brushcat purchase - CDP Payout #1 (Final)..... \$7,103.00
4. Corporate Construction Services, Athletic Recreation Center, Construction Management Services, CA#14-01pc-02, Contract Amendment No. 1 (Expansion), Payout #1 ..... \$5,000.00
5. Graff Tree, Hawthorne Woods tree inventory – MSP#17-01pc , Payout #1..... \$10,050.00
6. Harris Motor Sports, Inc., Village Greens Range Picker Purchase, VGCRP #17-03c, Payout #1 (Final) . \$8,970.00
7. Homer Environmental, invasive woody removal project Hawthorne Hill Woods - MSP#16-09C, Payout #1..... \$103,860.00
8. Homer Environmental, invasive woody removal project Boundary Hill Woods - MSP#16-09C, Payout #1..... \$15,120.00
9. Homer Environmental, invasive woody removal project Westminster Park - MSP#16-09C, Payout #1 . \$14,445.00
10. Jensen's Plumbing & Heating – Community Center HVAC Replacement Project, Payout 2..... \$110,500.20
11. Muscat Painting - Cypress Cove – Pooling Painting Project, ACRP 17-01c, Payout #1..... \$22,423.19
12. National Lift Truck, ARC Aerial Lift Purchase - MSP #16-12, Payout #1 (Final)..... \$26,625.00
13. Reinder's, Inc., Village Greens Utility Vehicle Replacement Project, VGCRP #17-02c, Payout #1 (Final)..\$32,012.70
14. TMO Construction, Village Greens Interior Clubhouse Renovation Project, VGCRP #16-02c, Final Payout..\$6,616.85
15. Williams Architects, Athletic Recreation Center - Architectural Consultant Services, CA#14-01pc-01 – Contract Amendment No.3 (ARC Phase 2 – Architectural Services), Payout #5) ..... \$35,563.15

President Hohnke requested a roll call.

Upon a roll being called:

AYES: Kubal, Mahoney, Duffy, Hohnke

NAYS: None

Absent: Coleman

MOTION CARRIED

Executive Director's Report

F.1.a. Executive Director Mike Adams began his report seeking Board action on revisions to Ordinance #17-4 establishing fees and charges for District facilities, services, and programs. Adams explained that the Board annually approves an ordinance that establishes fees and charges for programs, facility rentals and services, and from time to time, unforeseen circumstances arise warranting the need to adjust fees and charges to increase participation.

Adams asked the board to consider the recommended revisions to the ordinance that will grant authority to the Executive Director the discretion to revise fees and charges. Adams stated that the attorney reviewed the changes, and based on the attorney's revisions, Adams added a provision to protect against any possible discrimination when instituting any fees and charges revisions.

Staff recommends the Board approve Ordinance #17-4, An Ordinance Establishing Fees and Charges for Use of District Facilities, Services, and Programs of the Woodridge Park District.

MOTION by Kubal and seconded by Mahoney to approve Ordinance #17-4, An Ordinance Establishing Fees and Charges for Use of District Facilities, Services, and Programs of the Woodridge Park District.

AYES: Kubal, Mahoney, Duffy, Hohnke

NAYS: None

Absent: Coleman

MOTION CARRIED

F.1.b. Adams moved on to his next action item, seeking approval of an ordinance declaring vehicles/equipment no longer useful and authorize the sale of subject property. Adams noted the following vehicles purchased in 1995 and 2006 that were previously replaced per the Capital Replacement Program and are used beyond their life expectancies:

- 1995 Ford F Series 3 Ton Dump Truck - #134
- 2006 Ford F150 Pick Up Truck - #123

Adams said staff is seeking Board authorization to dispose of the surplus property. Electronic auction websites will be used to seek the best return.

MOTION by Kubal and seconded by Mahoney to approve Ordinance #17-5, An Ordinance Determining Personal Property No Longer Necessary or Useful to the Woodridge Park District and Authorizing Its Conveyance or Sale (1995 Ford F Series 3 Ton Dump Truck & 2006 Ford F150 Pick Up Truck)

AYES: Kubal, Mahoney, Duffy, Hohnke

NAYS: None

Absent: Coleman

MOTION CARRIED

1.c. Adam's final action item was regarding Ordinance No. 17-6, An Ordinance Adopting Revisions to the Woodridge Park District Comprehensive Policies and Procedures (4.25 Fund Balance Policy / 8.3.9 Use of Park Facilities & Programs by Employees)

Adams reported that 4.25 Fund Balance was revised to establish a fund balance requirement for Village Greens Golf Course operating fund (Fund 18).

Regarding Policy 8.6.9 Use of Park Facilities & Programs by Employees (Revised), Adams noted that the Board last approved revisions to the policy at the November 2016 board meeting to incorporate benefits associated with the ARC. Subsequent to further review of revenue impacts and difficulties in administering all the additional employees plus family membership opportunities for Part Time 2 (PT2) and Seasonal (S1 & S2) employees, staff determined the benefit revisions to provide ARC memberships to these employees and their families was overreaching.

Commissioner Hohnke asked if the Park District will be taking away benefits from any employees who had them in past years. Adams responded that no one had ARC benefits from last year. Commissioner Hohnke asked how the program will work. Adams explained that Full Time and Permanent Part Time (PT1) employees already have IDs which are programmed in the registration system. The procedures for the Part Time 2 (PT2) and Seasonal (S1 & S2) employees are being finalized but since they are only entitled to a discounted daily admission fee not coordination is necessary with the registration system either the identifying who is an employee.

Staff recommended the Board approve Ordinance No. 17-6, An Ordinance Adopting Revisions to the Woodridge Park District Comprehensive Policies and Procedures (4.25 Fund Balance Policy / 8.3.9 Use of Park Facilities & Programs by Employees).

MOTION by Duffy and seconded by Mahoney to approve Ordinance #17-6, An Ordinance Adopting Revisions to the Woodridge Park District Comprehensive Policies and Procedures (4.25 Fund Balance Policy / 8.3.9 Use of Park Facilities & Programs by Employees).

AYES: Kubal, Mahoney, Duffy, Hohnke

NAYS: None

Absent: Coleman

MOTION CARRIED

F.2.a. Adams began his ARC report noting that bids for the Athletic Recreation Center – Gymnasium Expansion – CDP #17-01c were opened on April 7, 2017. He shared the preliminary results with the Board. Sixty-three (63) contractors submitted bids and the results were favorable. Bid results and contract consideration will be formally presented to the Board at the April 22<sup>nd</sup> Budget Special Board Meeting. Adams added that the Park District is still waiting on the final payout of the Park and Recreation Facility Construction (PARC) Grant. He noted that Corporate Construction asked if once the Board approves the contracts, could the District expedite three of the contracts to keep the expansion on schedule.

Adams then provided additional ARC updates:

- Playground sand was installed on April 3, 2017. Waiting for 3 warm, dry days for sand to settle before playground can be opened. Playground manufacturer's rep will also be visiting to conduct final inspection on April 6, 2017.
- FF&E items continued to be purchased, including the exterior trash/recycling bins from Victor Stanley in the amount of \$4,384.00
- ARC Planters were ordered last month and expected to arrive later this month.

Adams gave updates on the outstanding ARC grant applications:

- Park and Recreation Facility Construction (PARC) Grant: Final request is at the State Grant administrator's office and being reviewed. The grant administrator hopes to complete his review shortly and then advance the payout request to finance.
- Illinois Department of Commerce & Economic Opportunity (IDCEO) / Public Sector Energy Efficiency Program: The District received notification from DCEO that the energy rebate grants were approved for the total amount of \$155,106. A Rebate Agreement was signed for the gas utility rebate. Deposit is anticipated within 4-6 weeks.
- Athletic Recreation Center – Permeable Paver BMPs: Final request for reimbursement was submitted to the State's accounting department, and waiting for processing.

F.3.a. Adams next item for discussion was the 2016 (FY2017-2018) Levy Extension & Tax Rate. Final Equalized Assessed Valuation (EAV) & Levy Extension preliminary numbers were included in the Board packet for review. The District's total EAV increased 6.11% compared to last year's 3.07%. EAV excluding new growth increased 5.09% compared to last year. The overall tax rate decreased .0268 cents from .6044 to .5776 compared to the previous year's rate decrease of .0068 cents. The decrease in rate is due primarily to the increase in overall EAV and tax capped levy extension amount.

F.3.b. Adams closed his Executive Director's report with a summary of the Strategic Planning process staff executes each year to determine the course of action & priorities for the upcoming fiscal year. A copy of the 'Draft' goals and objectives for FYE2018 are included in the board packet. Staff is submitting in advance of the April 22<sup>nd</sup> Special Board Meeting Budget Workshop to give the Board ample time to review and provide feedback. Adams mentioned goals the District needs to start thinking about is the Park District's 50<sup>th</sup> Anniversary in 2019, the Community Needs Assessment, Distinguished Accreditation Agency, and potentially the NRPA Gold Medal Award. He noted that if any Board member has additional goal suggestions, please email the Executive Director.

#### COMMITTEE REPORTS

1. SEASPAR – Matt Corso has been named Executive Director SEASPAR, replacing Susan Friend, who retired.
2. JUBILEE – Jubilee Committee is meeting monthly and is on task.
3. PDRMA – No Report.

#### EX-OFFICIO REPORTS

1. Plan Commission – No Report.
2. Chamber of Commerce – No Report.
3. Affiliated Athletic Associations – No Report.

#### OLD BUSINESS

None

#### NEW BUSINESS

None

#### EXECUTIVE SESSION

MOTION by Duffy and seconded by Mahoney, 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 8:38 p.m.

#### RECONVENE OPEN SESSION

The Regular Board Meeting of April 11, 2017 reconvened at 9:40 p.m. Upon a roll of Commissioners being called, the following were Present: Duffy, Hohnke, Kubal, Mahoney. Staff present: Adams. Absent: Coleman

#### ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn was requested. MOTION by Duffy, seconded by Mahoney to adjourn the meeting at 9:40 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted,



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Jack Mahoney, Secretary