



President Hohnke called the Special Meeting of the Board of Commissioners to order at 8:00 a.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, McGrath, Pettit, Ritter, Rhodes, Webber.

Executive Director's Report

ARC Action Items:

C.1.a - n. Adams stated the District opened bids for the ARC – Gymnasium Expansion, Phase 2 project on Friday, April 7, 2017. Adams indicated the total bids including acceptance of the alternate bids came in approximately \$215,000 under the Construction Manager's (CM) cost estimate. The recommended actions to approve thirteen (13) trade contract agreements shall be subject to receipt of the remaining PARC grant funds for \$1.25MM, which is expected within 30 days. Discussion ensued regarding the use of the balance of capital funds estimated to be available after completion of the Phase 2 project to include but not limited to assignment to other capital project and/or reduction in debt service.

Adams deferred presentation of the bids to Jennifer Knitter, Superintendent of Planning & Development.

1.a. Knitter recommended the Board accept Kendall Excavating as the low qualified bidder based on the contract base bid, and approve a contract agreement for \$59,888.00 following receipt of the PARC grant funds for the Athletic Recreation Center – Expansion, Excavation, Project CDP #17-01c-01.

MOTION by Kubal and seconded by Mahoney to accept Kendall Excavating as the low qualified bidder based on the contract base bid, and approve a contract agreement for \$59,888.00 following receipt of the PARC grant funds for the Athletic Recreation Center – Expansion, Excavation, Project CDP #17-01c-01.

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

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

1.b. Knitter recommended the Board accept M/M Peters Construction, Inc. as the low qualified bidder based on the contract base bid and alternate base bids #1 and #4, and approve a letter of intent to begin the shop drawing submittal process and following receipt of the PARC grant funds approve a contract agreement for \$154,456.00 for the Athletic Recreation Center – Expansion, Concrete, Project CDP #17-01c-02.

MOTION by Kubal and seconded by Mahoney to accept M/M Peters Construction, Inc. as the low qualified bidder based on the contract base bid and alternate base bids #1 and #4, and approve a letter of intent to begin the shop drawing submittal process and following receipt of the PARC grant funds approve a contract agreement for \$154,456.00 for the Athletic Recreation Center – Expansion, Concrete, Project CDP #17-01c-02.

President Hohnke asked if there was any objection to the previous roll call.
There being none:

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

MOTION CARRIED.

1.c. Knitter recommended the Board accept Jimmy Z Masonry Corp. as the low qualified bidder based on the contract base bid, and approve a contract agreement for \$196,800.00 following receipt of the PARC grant funds for the Athletic Recreation Center – Expansion, Masonry, Project CDP #17-01c-03.

MOTION by Kubal and seconded by Mahoney to Jimmy Z Masonry Corp. as the low qualified bidder based on the contract base bid, and approve a contract agreement for \$196,800.00 following receipt of the PARC grant funds for the Athletic Recreation Center – Expansion, Masonry, Project CDP #17-01c-03.

President Hohnke asked if there was any objection to the previous roll call.
There being none:

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

1.d. Knitter recommended the Board accept McKinney Steel and Sales, Inc. as the low qualified bidder based on the contract base bid and approve a letter of intent to begin the shop drawing submittal process and following receipt of the PARC grant funds approve a contract agreement for \$224,322.00 for the Athletic Recreation Center – Expansion, Structural Steel, Project CDP #17-01c-04.

MOTION by Kubal and seconded by Mahoney to McKinney Steel and Sales, Inc. as the low qualified bidder based on the contract base bid and approve a letter of intent to begin the shop drawing submittal process and following receipt of the PARC grant funds approve a contract agreement for \$224,322.00 for the Athletic Recreation Center – Expansion, Structural Steel, Project CDP #17-01c-04.

President Hohnke asked if there was any objection to the previous roll call.
There being none:

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

1.e. Knitter recommended the Board accept Hargrave Builders, Inc. as the low qualified bidder based on the contract base bid and alternate base bids #2 and #3, and approve a contract agreement for \$270,121.00 following receipt of the PARC grant funds for the Athletic Recreation Center – Expansion, Carpentry, Project CDP #17-01c-05.

MOTION by Kubal and seconded by Mahoney to Hargrave Builders, Inc. as the low qualified bidder based on the contract base bid and alternate base bids #2 and #3, and approve a contract agreement for \$270,121.00 following receipt of the PARC grant funds for the Athletic Recreation Center – Expansion, Carpentry, Project CDP #17-01c-05.

President Hohnke asked if there was any objection to the previous roll call.
There being none:

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

1.f. Knitter recommended the Board accept Anthony Roofing Tecta America, LLC as the low qualified bidder based on the contract base bid, and approve a contract agreement for \$301,778.00 following receipt of the PARC grant funds for the Athletic Recreation Center – Expansion, Roofing, Project CDP #17-01c-06.

MOTION by Kubal and seconded by Mahoney to Anthony Roofing Tecta America, LLC as the low qualified bidder based on the contract base bid, and approve a contract agreement for \$301,778.00 following receipt of the PARC grant funds for the Athletic Recreation Center – Expansion, Roofing, Project CDP #17-01c-06.

President Hohnke asked if there was any objection to the previous roll call.
There being none:

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

1.g. Knitter recommended the Board accept 3F Corporation as the low qualified bidder based on the contract base bid and approve a letter of intent to begin the shop drawing submittal process and following receipt of the PARC grant funds approve a contract agreement for \$197,700.00 for the Athletic Recreation Center – Expansion, Aluminum & Glass, Project CDP #17-01c-07.

MOTION by Kubal and seconded by Mahoney to accept 3F Corporation as the low qualified bidder based on the contract base bid and approve a letter of intent to begin the shop drawing submittal process and following receipt of the PARC grant funds approve a contract agreement for \$197,700.00 for the Athletic Recreation Center – Expansion, Aluminum & Glass, Project CDP #17-01c-07.

President Hohnke asked if there was any objection to the previous roll call.
There being none:

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

1.h. Knitter recommended the Board accept Floors Inc. as the low qualified bidder based on the contract base bid, and approve a contract agreement for \$74,800.00 following receipt of the PARC grant funds for the Athletic Recreation Center – Expansion, Wood Flooring, Project CDP #17-01c-08.

MOTION by Kubal and seconded by Mahoney to accept Floors Inc. as the low qualified bidder based on the contract base bid, and approve a contract agreement for \$74,800.00 following receipt of the PARC grant funds for the Athletic Recreation Center – Expansion, Wood Flooring, Project CDP #17-01c-08.

President Hohnke asked if there was any objection to the previous roll call.
There being none:

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

1.i. Knitter recommended the Board accept Celtic Commercial Painting as the low qualified bidder based on the contract base bid, and approve a contract agreement for \$30,102.00 following receipt of the PARC grant funds for the Athletic Recreation Center – Expansion, Painting, Project CDP #17-01c-09.

MOTION by Kubal and seconded by Mahoney to accept Celtic Commercial Painting as the low qualified bidder based on the contract base bid, and approve a contract agreement for \$30,102.00 following receipt of the PARC grant funds for the Athletic Recreation Center – Expansion, Painting, Project CDP #17-01c-09.

President Hohnke asked if there was any objection to the previous roll call.

There being none:

AYES: Kubal, Mahoney, Duffy, Hohnke

NAYS: None

Absent: Coleman

MOTION CARRIED.

1.j. Knitter recommended the Board accept Shambaugh & Sons, L.P. as the low qualified bidder based on the contract base bid, and approve a contract agreement for \$16,975.00 following receipt of the PARC grant funds for the Athletic Recreation Center – Expansion, Fire Protection, Project CDP #17-01c-10.

MOTION by Kubal and seconded by Mahoney to accept Shambaugh & Sons, L.P. as the low qualified bidder based on the contract base bid, and approve a contract agreement for \$16,975.00 following receipt of the PARC grant funds for the Athletic Recreation Center – Expansion, Fire Protection, Project CDP #17-01c-10.

President Hohnke asked if there was any objection to the previous roll call.

There being none:

AYES: Kubal, Mahoney, Duffy, Hohnke

NAYS: None

Absent: Coleman

MOTION CARRIED.

1.k. Knitter recommended the Board accept Jensen's Plumbing & Heating, Inc. as the low qualified bidder based on the contract base bid and alternate base bid #2, and approve a contract agreement for \$40,300.00 following receipt of the PARC grant funds for the Athletic Recreation Center – Expansion, Plumbing, Project CDP #17-01c-11.

MOTION by Kubal and seconded by Mahoney to accept Jensen's Plumbing & Heating, Inc. as the low qualified bidder based on the contract base bid and alternate base bid #2, and approve a contract agreement for \$40,300.00 following receipt of the PARC grant funds for the Athletic Recreation Center – Expansion, Plumbing, Project CDP #17-01c-11.

President Hohnke asked if there was any objection to the previous roll call.

There being none:

AYES: Kubal, Mahoney, Duffy, Hohnke

NAYS: None

Absent: Coleman

MOTION CARRIED.

1.l. Knitter recommended the Board accept Jensen's Plumbing & Heating, Inc. as the low qualified bidder based on the contract base bid and alternate base bid #1, and approve a contract agreement for \$189,470.00 following receipt of the PARC grant funds for the Athletic Recreation Center – Expansion, HVAC/Mechanical, Project CDP #17-01c-12.

MOTION by Kubal and seconded by Mahoney to accept Jensen's Plumbing & Heating, Inc. as the low qualified bidder based on the contract base bid and alternate base bid #1, and approve a contract agreement for \$189,470.00 following receipt of the PARC grant funds for the Athletic Recreation Center – Expansion, HVAC/Mechanical, Project CDP #17-01c-12.

President Hohnke asked if there was any objection to the previous roll call.
There being none:

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

1.m. Knitter recommended the Board accept Excel Electric, Inc. as the low qualified bidder based on the contract base bid and alternate base bid #1 and #2, and approve a contract agreement for \$175,200.00 following receipt of the PARC grant funds for the Athletic Recreation Center – Expansion, Electrical, Project CDP #17-01c-13.

MOTION by Kubal and seconded by Mahoney to accept Excel Electric, Inc. as the low qualified bidder based on the contract base bid and alternate base bid #1 and #2, and approve a contract agreement for \$175,200.00 following receipt of the PARC grant funds for the Athletic Recreation Center – Expansion, Electrical, Project CDP #17-01c-13.

President Hohnke asked if there was any objection to the previous roll call.
There being none:

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

Further discussion ensued regarding the project start and construction schedule.

FYE2018 Budget Workshop

Adams stated the remainder of the meeting is to conduct a budget workshop for the upcoming fiscal year. Adams started the meeting by providing an overview of the main topics to be presented and discussed with the Board. The main topics to be reviewed consisted of the District's Mission Statement and Strategic Goals, Annual Subgoals and Objectives, Organizational Charts, Capital Development and Capital Replacement Programs and Preliminary FYE2018 Budget.

Mission Statement & Strategic Goals

Adams presented for the Board's annual review the District's Mission Statement and Strategic Goals, which were reviewed in detail. Adams stated the Mission Statement and Goals still best reflect the direction of the District and therefore staff does not recommend any revisions. Subsequent to Board review and discussion, there was no action taken to revise the Mission Statement & Strategic Goals.

FY2017-2018 SubGoals & Objectives Review

Adams presented the FYE2018 Annual Subgoals and Objectives proposed by staff for Board review. He added that staff completes annually a comprehensive assessment process of all District provided services in order to identify issues, enhance service and determine unmet needs. The assessment process entails the review of all resources used throughout the year such as program survey results, facility survey results, resident feedback received from neighborhood dialogues, Village Town Meeting, Village Annual Survey, planning focus groups, info@woodridgeparks.org, resident work requests, volunteer meetings, coach dialogues, social networking sites, intergovernmental meetings, as well as staff workshops. The information reviewed is then evaluated and created into subgoals and prioritized within the framework of the strategic goals and budget availability, which will upon Board approval establish the direction for the year.

Adams mentioned the primary focus of goals for the upcoming year are related to completion of a community attitude and interest survey, new Five Year Comprehensive Financial & Capital Development Plan and strategic operations plan.

Adams requested the Board forward any comments regarding the subgoals to either President Hohnke or himself prior to the next Board meeting, at which time staff will request Board consideration to approve.

FY2017-2018 Organizational Chart Review

Adams noted that changes are recommended to the Organizational Chart to reflect the added positions to improve maintenance services. These changes included:

- Moving the Aquatics Maintenance Supervisor (FT) under the Aquatics Supervisor (FT)
- Moving the Maintenance Facility Technician (FT) under the ARC Facility Manager (FT)
- Add Natural Resources Manager (FT)

FY2018-2022 Capital Development Program (CDP) & Capital Replacement Program (CRP)

Adams presented an overview of projects to be considered for completion in the Five Year Strategic Master Plan. Adams reviewed the primary categories which consist of New Major Development & Facility Additions more than one million in estimated costs, Neighborhood park Developments, Land Acquisitions, New Major Development & Facility Additions less than one million in estimated costs, Environmental Improvement Projects, and Miscellaneous Capital Projects and Purchases. Adams reviewed the capital assessment process used that identifies various criteria to assign point values to each project capital project in order to create a ranking system to use in making capital project recommendations. Adams next summarized the projects within each category.

Adams reviewed the capital projects proposed for the FYE2018 Budget in the CDP and Capital Replacement Project (CRP) Funds. Proposed CDP projects consist of:

- Athletic Recreation Center (ARC) – Gymnasium Expansion (Phase 2)
- Hawthorne Hill Woods Management – Invasive Woody Vegetation Removal Project Balance
- Hawthorne Hill Woods Topo Survey
- Woodland Management (Invasive Removals) – Various Sites
- Lake Harriet Improvements (Pending remaining DCEO Grant Release)
- 83rd Street Park Improvement Project
- Crabtree Creek Streambank Erosion Control Project, Phase 1 Maintenance Services
- Triangle Park Phase 3 Storm Water Improvements Project (Pending grant & alternate funding)
- Timbers Edge Neighborhood Park
- Ide's Grove Nicor Pathway Connector
- Miscellaneous Capital Projects & Equipment Purchases

Adams summarized the 2017-2021 major proposed Projects Capital Replacement Program (CRP). The CRP program is broken down into seven sections including; Administration Building, Maintenance Building, Vehicles, Equipment, Park Sites, School Sites, and Miscellaneous. He highlighted the major projects recommended for completion in each category for the Board.

Aquatics Budget FYE2018

Adams stated that staff presented the preliminary Aquatic budget to the Board at the previous board meeting. Adams re-highlighted the proposed major capital projects funded by the Aquatics Fund:

- Pools Sand Blasting/Painting/Caulking
- Sound System Replacement
- Bathhouse Water Heater Replacement

Village Greens Golf Course Budget FYE2018

Evans reviewed the Golf Course Operating Fund in detail including revenues, expenses, CDP Funds and CRP Major Projects.

VGGC Capital development projects proposed include:

- #1, #2, #16 & #18 Bunker Drainage and Reshaping Projects
- Sod - Driving Range / #15 New Tee / #3 Cart Path Extension / #14 Fairway
- Reserve for Future Projects

VGGC Major capital replacement projects proposed include:

- Golf Carts New Lease Payment
- Concrete Patio
- Asphalt Cart Path Repairs/Replacement
- Sub-Irrigation Controllers
- Sprayer

Evans updated the Board on the phased approach for the proposed patio pavilion.

FYE2018 Preliminary Budget Review

Adams reviewed in detail the FYE2018 preliminary budget. He first informed the Board of the preliminary FYE2017 major accomplishments listing for their review.

Adams explained the Budget is categorized by Major Governmental Funds (General Fund (01), Capital Replacement Fund (11), Capital Development Fund (44), Recreation Fund (02), and Debt Service Fund (61); Non-Major Governmental Funds (Insurance Liability Fund (03), Audit Fund (04), IMRF/FICA Fund (05), Working Cash Fund (08), Special Recreation Fund (19), Restricted Contributions Fund (21), and Jubilee Fund (31)); Enterprise Funds-(Aquatics Fund (06), and Aquatics Capital Development & Replacement Fund (07)); and Agency Funds (Village Greens Operating Fund (18), Village Greens Capital Development Fund (45), and Village Green Capital Replacement Fund (46)). Larsen and Adams highlighted within each fund significant revenue and expense line item changes by fund compared to the current year's budget. After Board discussion of various budget items, Adams stated a final budget will be presented to the Board at the May Regular Board Meeting.

Adams presented the Board with the following budget timeline:

- April 22, 2017 Board Workshop
- May 9, 2017 Final Budget Adjustments Review / Board Approval of Draft Budget & Appropriations Ordinance
- June 13, 2017 Public Hearing & Board Approval of Budget & Appropriations Ordinance

ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn was requested. Motion by Duffy and seconded by Mahoney to adjourn the meeting at 10:24 a.m. ALL AYES. MOTION CARRIED.

Respectfully submitted,



Jack Mahoney, Secretary