

WOODRIDGE PARK DISTRICT  
Regular Board Meeting  
February 14, 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. Staff present: Adams, Evans, Karesh, Knitter, Larsen, Passini\*, Pettit, Nichols, Ritter. Absent: Commissioner Coleman and Julie Rhodes.

PUBLIC PARTICIPATION: None

#### PRESIDENT'S REPORT

President Hohnke began his report asking Don Ritter to introduce new staff member. Ritter introduced Kim Passini (Recreation Supervisor/Active Adult) to the Board. Ritter briefly reviewed Kim's role with the Woodridge Park District.

President Hohnke offered congratulations to Connie Curry (Human Resources Generalist) for 5 years of service with the Woodridge Park District. \* - Passini left meeting at 7:05 p.m.

President Hohnke noted that Joan Larson, Superintendent of Finance and Personnel, has given her Notice of Retirement.

President Hohnke reviewed the letter from the Conservation Foundation seeking a Membership Donation. After some discussion, the Board agreed to donate \$120.00 which is the same amount that was donated in 2016.

President Hohnke concluded his report reminding everyone that the Special Board Meeting/WPD Budget Workshop (FYE 2018 Preliminary Budget), will be held on Saturday, April 22, 2017 at 8 a.m.

#### STAFF REPORTS

##### Finance

1.a. Joan Larsen began her report with an action item regarding the Sikich Engagement Letter - Park and Recreational Facility Construction (PARC) Grant #14-081, Approval Ratification. Larsen stated that in order to submit for reimbursement of expenses for the 2<sup>nd</sup> half payout of the ARC PARC grant, the IDNR grant agreement requires a procedural audit of expenses be submitted with the application for grant reimbursement. Therefore, the District approved an engagement with Sikich to complete the required scope of work. Note, the cost of this service is reimbursable under the grant program.

Staff recommended the Board ratify the Executive Director's approval of the Sikich Engagement Letter to provide auditing services required for the Park and Recreational Facility Construction Grant in the amount of \$1,800.

MOTION by Duffy and seconded by Mahoney to ratify the Executive Director's approval of the Sikich Engagement Letter to provide auditing services required for the Park and Recreational Facility Construction Grant in the amount of \$1,800.

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

AYES: Duffy, Hohnke, Kubal, Mahoney

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

Larsen continued her report stating that the template for budgeting is in place and staff has begun working on this annual project.

Larsen noted the preliminary audit meeting was held with Sikich on February 8<sup>th</sup> setting the stage for the annual audit activity.

Larsen noted that the Golf Course End of Year modified general ledger close along with a profit and loss statement for the 12 month period ended December 31, 2016 is scheduled for completion in early March. Audited financial reports for Village Greens will be prepared along with the comprehensive financial reports for the District at the close of the fiscal year, April 30, 2017.

Larsen mentioned that the all W2 information was distributed to employees of record for 2016 in January. 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 2, 2017. Reporting of non-employee compensation to our accounts payable vendors on Form 1099 is complete. The IRS filing deadline for 1099's is February 28<sup>th</sup>.

Larsen noted that staff is actively soliciting recruits for the 2017 hiring season.

Larsen mentioned that a former employee has requested that the District adjust his IMRF service date due to the fact that he worked in excess of 1000 hours in 1998 and 1999 at which time he was not enrolled in IMRF by the District. Upon analysis of his employment, it was found that he worked 1,749 hours in 1998 and 1,656 hours in 1999 as a golf shop attendant and should have been classified as IMRF eligible. The cost to the District to adjust his omitted earnings is estimated at \$9,568 which is comprised of his earnings multiplied by an estimated contribution rate of 12% plus interest at a rate of 7.5% per year. The employer omitted contributions are not collected by the IMRF in cash but rather rolled into the District's future contribution rates. Larsen added the past employee will also be responsible for payment of the employee share of the contribution rate.

Larsen concluded her report stating that the golf course Mitel phone installation is scheduled for February 23<sup>rd</sup>. Staff has requested quotes from two (2) vendors for rewiring network connections at Village Greens. Wiring at that site is over twenty (20) years old and in some cases in a state of poor quality. Additionally, due to the reconfiguration of the space, additional jacks are necessary. Staff is also obtaining quotes for secured Wi-Fi connectivity and adding wireless access points throughout the building.

### Planning

Jenny Knitter began her report with the following information regarding the Village Greens Interior Clubhouse Renovation Project, VGCDP #16-02c. Knitter stated that the contractor continues their work throughout the clubhouse at Village Greens. Wall coverings and painting have been largely completed throughout the building. Carpet installation was completed throughout the facility the week of January 30<sup>th</sup>. Staff regained use of their offices on February 5<sup>th</sup> and the Pro Shop displays and merchandise began to be reset the week of February 6<sup>th</sup>. Tile installation continues in bathrooms and countertops are scheduled to arrive the week of February 13<sup>th</sup>. The project remains on schedule for completion later this month.

Knitter mentioned that the contractor has submitted shop drawings for the 2016 Community Center HVAC Replacement Project, CRP #16-16c and AMSCO Engineering is reviewing those documents. The project timeline remains on schedule for start in late March.

Knitter noted that the contractor will complete site restoration for the Crabtree Creek- Phase 1: Streambank Stabilization Project, CDP #16-02c which includes the out lot that was used for staging and site access upon completion of similar work for the Village. The contractor has provided a time frame of five (5) weeks, for completion. The grant documentation will progress on the District's end, but the final grant reimbursement cannot be completed until the work has been completed in the Village's scope.

Knitter added that the weather has been holding up the progress for the 2016-17 Woody Invasive Species Removal Project MSP #16-09c woody removals (lack of frozen ground). The contractor is planning to begin soon with multiple

machines. They estimate it will take approximately twenty (20) days to complete all three sites – Hawthorne Hill, Boundary Woods and Westminster Park.

Knitter concluded her report stating that staff met with the District’s Nicor liaison related to some park site / Nicor conflicts that staff is looking to resolve:

- 63rd Street Park – Pipeline replacement project and directional bore dig in 63rd Street Park Parking Lot. This is scheduled to occur after July 4<sup>th</sup>, which is a positive since baseball season is complete at that time. Nicor has indicated that they would backfill to grade and compact whatever needs to be opened up for this project. Staff respectfully requested that they consider locating the dig site to the south of the parking lot across 63rd where there is just turf to repair. The representative said he would bring it up for discussion to minimize cost implications to the District.
- Ide’s Grove East Connection west to Timbers Edge existing path – Nicor staff indicated that there is already an existing license agreement for the easement the District proposes to place a pathway connector. Therefore, for their review, they have requested a grading plan be provided with dimensions of the layout of the path. Staff will need to request proposals for a survey to be completed on this site. Staff also will investigate if the existing SLIP policy will cover the District’s liability for this easement or if additional coverage would be required.
- New Subdivision by Meadowview School – Hobson Hill (Pulte) – The proposed forty-three (43) lot single family home subdivision will have children attending Meadowview School as well as accessing the closest park/playground to this area. The Developer and Village Planning staff recommended a pathway connection from the subdivision to Meadowview School. All parties are considering various options for the location of the proposed path. Staff requested that Nicor review the layout and grading plan of an 8’ proposed bike path connection on Park District property that would result in grading on Nicor property for consideration versus locating the entire pathway on the easement. Staff is also investigating if the existing SLIP policy will cover the District’s liability for this site or if additional coverage/costs would be required based on Nicor insurance limits.

Golf Course

3a. Brandon Evans began his report with an action item regarding Village Greens – Utility Vehicle Replacement Project, VGCRP #17-02c, Bid Acceptance & Contract Approval. Evans stated that the Course’s existing fleet of utility vehicles has been used beyond their useful life and is in various states of disrepair. To obtain best pricing, staff bid the project as a complete fleet replacement. We offered the existing fleet as trade-in.

Evans noted that the Contract Base Bid: Purchase of five (5) 2017 Yamaha "Adventurer 2", gasoline engine utility vehicles or "approved equal" including the trade-in of seven (7) of the Owner's existing utility vehicles in varying states of functionality and repair.

Addendum #1: Purchase of one (1) 2017 Yamaha "Adventurer 1" Range Picker, or "approved equal"

Evans stated the results of the bids are listed below.

Bidder	Base Bid	Base Bid Product	Alt. Bid #1	Product
Reinders, Inc.	\$32,382.00	Toro Workman GTX (Kohler Gas)	No Bid	No Bid
Nadler Golf	\$33,975.00	Club Car Carryall 300	\$9,625.00	Club Car Carryall 300 w/cage
Harris Golf Cars	\$37,495.00	Yamaha "Adventurer 2"	\$8,970.00	Yamaha Adventurer 1 – Range

Staff recommended the Board accept the low qualified bid from Reinder’s, Inc. based on the Contract Base Bid and approve a contract agreement for the amount of \$32,012.70 for the purchase of five (5) Toro – Workman GTX (Kohler Gas) utility vehicles including the trade-in value of seven (7) existing utility vehicles.

MOTION by Duffy and seconded by Kubal to accept the low qualified bid from Reinder's, Inc. based on the Contract Base Bid and approve a contract agreement for the amount of \$32,012.70 for the purchase of five (5) Toro – Workman GTX (Kohler Gas) utility vehicles including the trade-in value of seven (7) existing utility vehicles.

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

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

3b. Evans next action item seeking approval was the Village Greens-Range Picker Purchase Project, VGCRP #17-03c. Evans noted the replacement of the Range Picker was included as an alternate bid in the Village Greens Utility Vehicle Replacement Project, VGCRP #17-02c. The low qualified bidder was unable to provide an equivalent unit for the Range Picker and declined to bid on the alternate. Thus, staff solicited a quote for the purchase of one (1) 2017 Yamaha "Adventurer 1" Range Picker from Harris Golf Cars as they had submitted the lowest unit cost in the bids received. The quote for the stand alone purchase matches the figure listed in their bid.

Staff recommended the Board approve the proposal from Harris Golf Cars for the purchase of one (1) 2017 Yamaha "Adventurer 1" Range Picker utility vehicle for the amount of \$8,970.00

MOTION by Duffy and seconded by Mahoney to approve the proposal from Harris Golf Cars for the purchase of one (1) 2017 Yamaha "Adventurer 1" Range Picker utility vehicle for the amount of \$8,970.00.

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

3c. Evans final item seeking approval was regarding the Village Greens Interior Clubhouse Renovation Project, VGCDP #16-02c. Evans noted this change order is to address items that were not included in the original bid specifications as completed by the Interior Designer. Improvements were at the Owner's request. The replacement of the bar cabinets is at the suggestion of the contractor based on condition issues.

- Replacement of Bar Base Cabinets – removal of existing cabinet due to failing conditions and replacement with new 96" bank of base cabinets including a bank of 3 drawers and 2 banks of open shelving with a laminate counter top including all necessary repairs.
- TV Installation – furnish and install 2 TV brackets and hang 2 owner provided 65" flat panel TVs in place and wire them with coaxial cable.
- Base Trim Replacement – remove and replace existing, water damaged oak base trim in the dining room (est. 8 lineal feet). Material to match existing trim throughout building.

Staff recommended the Board approve Change Order #3 to TMO Construction Inc.'s contract for a net increase in the amount of \$2,460.00 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 dining room.

MOTION by Duffy and seconded by Kubal to approve Change Order #3 to TMO Construction Inc.'s contract for a net increase in the amount of \$2,460.00 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 dining room.

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

Evans concluded his report stating the clubhouse renovation continues to proceed on schedule and completion is expected March 1<sup>st</sup>. The carpeting is complete, painting is 95% complete, and floor tiling is 80% complete. Evans reviewed the project budget and highlighted that expenses are under budget.

### Recreation

Don Ritter began his report stating that Early Bird registration for WSA Spring Soccer season has concluded. There are currently 189 players enrolled which is approximately 56 players less than last year at the same time. The deadline for registration is February 18<sup>th</sup>. The soccer referee clinic for recertification and new referees will be held on March 4<sup>th</sup> & 5<sup>th</sup> at the Community Center.

Ritter mentioned both of our MLK Tournaments held on January 16<sup>th</sup> were a success. The basketball shootout had sixteen (16) teams participate and games were held from 8:00 a.m. - 8:00 p.m. The Challenge Travel Soccer Tournament had six (6) U14 teams participate. The District received positive comments from coaches, spectators and referees regarding the ARC facility.

Ritter stated the Woodridge Park District teamed up with Head Varsity Basketball Coach Lyndsie Long and the DGS Girls Basketball program to provide a clinic on January 15<sup>th</sup>. The clinic had eighteen (18) girls participate and parents have been contacting staff asking when the next clinic will be held. Staff is hoping to offer more sports clinics with the assistance of our local coaches.

Ritter noted tournaments are scheduled for President's Day (February 20<sup>th</sup>) at the ARC. Currently eighteen (18) teams are registered for the Travel Basketball Tournament and ten (10) teams for the Travel Soccer Tournament.

Ritter added that the inaugural season for the Winter Youth Volleyball League started games on January 29<sup>th</sup>. The fifty (50) participants in this league are really enjoying both the practices and the league games.

Ritter mentioned that Open Gym times continue to increase in participation each week. Staff continues to add additional open play times when other classes cancel to try and meet the demands of the program. Open Play admissions for January included 510 daily passes sold and another 477 punch pass/membership pass scanned for a total of 987 participants. Open Badminton has been the only open play program with low participation.

Ritter noted that the Teen Job Fair will be held on February 24<sup>th</sup> at the Westmont Park District. A class will be taught on application/resume writing, social media related to employment and interviewing.

Ritter stated that the Enchanted Ball special event was a huge success once again! Twenty-nine (29) kids enjoyed the evening with lots of activities, games, crafts and the highlight of the evening was spending time with Snow White and Belle our princesses.

Ritter mentioned that the tournaments held at the ARC for the month of January, we collected \$3,101.00 in concession revenue and another \$640.00 in admission fees.

Ritter added that the ARC rental revenue for the month of January totaled \$21,775.50, with \$19,805.50 of that coming from Turf rentals.

Total combined ARC Fitness Membership sales currently stand at 1,748 with 113 of those adding Group X memberships. 42 Group X punch cards and 81 Open Play punch cards have been purchased. 66 members and 5 non-members have purchased personal training sessions to date and 194 total combined track memberships have been purchased as well.

Ritter concluded his report offering Congratulations to Dan Peboontom who will be celebrating his 19<sup>th</sup> anniversary as the Athletic Supervisor on February 25<sup>th</sup>. Congrats Dan!

Aquatics

5a. In Julie Rhodes' absence, Amanda Nichols began her report with an action item seeking Board approval of the FY2017/2018 Fee Schedule. Nichols stated no changes are proposed for the 2017 season, and Board approval of the fee structure is necessary in order to finalize FY2017/18 budget.

Staff recommended the Board approve the FY2017/2018 Fee Schedule as presented.

MOTION by Duffy and seconded by Mahoney to approve the FY2017/18 Cypress Cove Fee Schedule as noted.

AYES: Duffy, Hohnke, Kubal, Mahoney

NAYS: None

Absent: Coleman

MOTION CARRIED.

5.b. Nichols deferred Jennifer Knitter for the next action item seeking Board approval was regarding the Cypress Cove Family Aquatic Park - Pool Painting Project, ACRP #17-01c & Inter Fund Loan Transfer Authorization ACRP Budget.

Knitter stated that following the 2016 pool season it was determined that there was a need to repaint the pools at Cypress Cove including: the main pool, the slide plunge pool, and the lazy river. Staff solicited bids in fall focusing on repainting of the lazy river and the zero depth section of the main pool.

Knitter noted that only one bid was received and it was subsequently rejected based on the high cost with the intention to reissue the bid for a spring painting application. After meeting with the paint manufacturer's representative to review the condition of the pool surfaces it was determined that additional prep work including sandblasting would be required specifically in the lazy river. Therefore, sandblasting was included in the base bid for all pools to create a smooth surface profile.

Knitter added that as a part of the bid there were nine (9) alternate bid options. The first four (4) were for the elimination of sandblasting on a pool by pool basis. Alternate bids five (5) – eight (8) were for the replacement of caulking in joints along the pool gutters and in expansion joints throughout the pools. These were determined on a pool by pool basis. The ninth (9) alternate was to change painting to an alternate paint product with a significantly lower minimum surface temperature for curing.

Knitter stated that bids were opened on Tuesday, February 7, 2017, at 10:00 a.m. The results below reflect the acceptance of the base bid and alternate bids 1-3 and 5-8.

<u>Contractor</u>	<u>Contract Base Bid Total</u>
• Muscat Painting & Decorating	\$80,803.95
• Swimming Pool Management Systems, Inc.	\$86,862.00
• Oosterbaan & Sons Company	\$163,500.00
• GP Maintenance Services, Inc.	\$203,422.00

Knitter noted that this will be the District's first time working with Muscat Painting & Decorating. They came recommended by contacts at another park district. Staff has reviewed their submitted references and found them to be positive. Included in their bid was a voluntary alternate for a self-priming, single coat epoxy for a deduction of \$6,060.00. Staff has reviewed the specification and contacted other districts who have used the product in recent years and were satisfied that the responses. Staff recommends acceptance of the voluntary alternate as an "approved equal" which was reviewed and concurred with by the District's attorney.

Staff recommended the Board accept Muscat Painting & Decorating as the lowest responsible bidder based on the Contract Base Bid, Alternate Bids #1-3, and Alternate Bids #5-8, and approve a contract agreement in the amount of \$74,743.95 including acceptance of voluntary alternate as an approved equal for the Cypress Cove Family Aquatic Park Pool Painting Project, ACRP #17-02c.

MOTION by Duffy and seconded by Kubal to accept Muscat Painting & Decorating as the lowest responsible bidder based on the Contract Base Bid, Alternate Bids #1-3, and Alternate Bids #5-8, and approve a contract agreement in the amount of \$74,743.95 including acceptance of voluntary alternate as an approved equal for the Cypress Cove Family Aquatic Park Pool Painting Project, ACRP #17-02c.

AYES: Duffy, Hohnke, Kubal, Mahoney

NAYS: None

Absent: Coleman

MOTION CARRIED.

5.c. Nichols continued stating staff projects \$51,000 +/- will be available in the current fiscal year to fund a portion of the work to start and potentially complete prior to fiscal year end (4/30/17). The balance will have to be funded by the General Fund balance to be repaid by the Aquatic Fund from revenue proceeds generated from next fiscal year's budget.

Staff recommended the Board authorize an inter-fund loan transfer from the General Fund (01) fund balance to the Aquatic CRP Fund (07) in an amount not-to-exceed \$40,000 at zero percent interest for the Cypress Cove Pool Painting project to be repaid in FYE2018 from the Aquatic Fund revenue proceeds.

MOTION by Duffy and seconded by Kubal to authorize an inter-fund loan transfer from the General Fund (01) fund balance to the Aquatic CRP Fund (07) in an amount not-to-exceed \$40,000 at zero percent interest for the Cypress Cove Pool Painting project to be repaid in FYE2018 from the Aquatic Fund revenue proceeds.

AYES: Duffy, Hohnke, Kubal, Mahoney

NAYS: None

Absent: Coleman

MOTION CARRIED.

Nichols continued her report by reviewing the Proposed Capital Replacement Projects proposed for FYE2018, subject to final budget approval:

- Sand blast – Lazy River (Reimburse General Fund Borrowing)
- Repaint and re-caulk – Lazy River & Main Pool (Reimburse General Fund Borrowing)
- Repaint – Plunge Pool (Reimburse General Fund Borrowing)
- Replace facility sound system
- Replace bathhouse water heater
- Replace admission/pass sales chairs
- Re-caulk various deck joints
- Replace surge pit valves
- Replace group outing number signage
- Replace exhaust stalks on the main filter building

Budgeted expense for Capital Replacement Projects is currently estimated at \$142,200.

Nichols noted that applications for new employment for Cypress Cove will be accepted until February 25, 2017. Interviews will begin toward the end of March.

Nichols added that Swim Team registration will be February 20<sup>th</sup> – March 23<sup>rd</sup>. Returning resident swimmers are allowed to register first; new resident swimmers will have second priority for registration; returning nonresident swimmers will have third priority for registration; new nonresident swimmers will have last priority for registration. Families that did not meet the 2016 volunteer requirement of the Parents' Association will be automatically waitlisted for 2017. All new swimmers will be required to perform a skills test in order to be on the team. The Aquatic Department is currently working with Community School District #99 to obtain pool usage for new swimmer skills testing. Due to the popularity of the team, we will continue to offer the arrangement with the Butterfield Park District to accept our excess swimmers for the 2017 swim season.

Nichols concluded her report stating that the Aquatic Department is currently working to finalize Fund 06 and Fund 07 budgets for FYE2017/18. The budgets will be presented in March.

Parks

6.a. John Karesh began his report with action item regarding the Hawthorne Woods Tree Inventory, Project MSP #17-01pc. Karesh stated that staff requested proposals from three (3) tree companies for the purpose of conducting a tree inventory of Hawthorne Woods. The inventory will provide vital information for the purpose of future planning of the site including the identification of the highest quality trees to preserve. The iTree report will provide a monetary value and replacement cost of the highest quality trees. The Floristic Quality Assessment (FQA) will provide a grid of our woods allowing us to quantify the high quality trees within specific sections of the site.

	<u>Graf Tree Care</u>	<u>Homer</u>	<u>Bartlett</u>
3" Inventory	\$8,970	\$20,000	No Quote
iTree Report	\$360	\$2,500	No Quote
Tree FQA	\$720	\$1,250	No Quote
<b>TOTAL</b>	<b>\$10,050</b>	<b>\$23,750</b>	<b>No Quote</b>

Staff recommended the Board accept the low bid proposal from Graf Tree Care in the amount to \$10,050 and approve a contract agreement to complete a Tree Inventory of Hawthorne Woods.

Motion by Kubal and seconded by Duffy to accept the low bid proposal from Graf Tree Care in the amount to \$10,050 and approve a contract agreement to complete a Tree Inventory of Hawthorne Woods.

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

Karesh continued his report stating that staff is seeking Board feedback regarding the seasonal ice rinks currently located at Forest Glen Park. As we begin the budget process for FYE2018, a decision is necessary whether to continue to dedicate resources towards the erection and maintenance of the rinks taking into account the limited number of days the rinks are open for safe skating.

Karesh noted that included in the Board packet is an expense assessment with a breakdown of direct and in-direct expenses incurred annually. The assessment is based on this winter season.

Karesh stated that this year's continuous freeze thaw cycle has caused damage to the rink liners. The ice movement has cut/punctured the sides of the liner protector in spots, which will require replacement. Consistent below freezing temperatures are necessary, so staff can safely access the rinks for grooming in order to provide a safe ice surface for skating.

Karesh concluded that in summary, this season labor (in-direct expense) accounts for 89% of total expenses incurred for only 12 days of available skating out of possible 56 days (21%) or \$1,320/day of open skating. As we know, each year is

different but the trend of warmer winter seasons results in dedicating an increased amount of resources for limited amount of days the rinks are safe for skating. However, during seasons when there's consistent below freezing temperatures, the value and use of the rinks is significantly increased. Since, we rely on Mother Nature, staff is unable to make appropriate decisions whether or not to install the rinks each season.

Karesh added staff seeks Board feedback prior to finalizing a decision for the FYE2018 budget.

Commissioner Duffy asked if the ice rinks are damaging the tennis courts. Karesh replied no.

After further Board discussion, the Board agreed that the District should continue the Ice Rink Program for the 2017/2018 winter season, and also recommended keeping them at the tennis courts at Forest Glen Park.

Karesh continued his report mentioning that staff is working together to complete the preliminary 17/18 maintenance budget. We are hoping to have this complete by the end of February.

Karesh mentioned that the application for the Illinois Environmental Protection Agency 2017 controlled burn permit has been approved and filed. Staff plans to complete burns at twenty-eight (28) locations this spring. Five (5) of these burns will be contracted and performed at Heritage Parkway, Vincente E, Water Tower Reserve Outlot C & Westminster Park.

Karesh noted that the 2017 pool chemical prices are being secured. Staff anticipates the pricing to come in near the same as last season based on the stable cost of fuel.

Karesh stated that the snow season is here and our snow removal teams are in place and have done a great job so far this season.

Karesh noted that Mark Schneider will celebrate 23 years of service on February 17<sup>th</sup>, and Dan Pietrzak will celebrate 17 years of service on February 24<sup>th</sup>. Congratulations to both!

Karesh concluded his report stating that Chris Pollack will be attending the 2017 Great Lakes Park Training Institute. This educational program will run from February 27<sup>th</sup> until March 1<sup>st</sup>.

### Marketing

7.a. Megan Pettit began her report with an action item regarding the 2017-2018 Activity Guide Printing, Authorization to Bid. Pettit stated that the PR & Marketing Department seeks to bid the printing of the 2017 Fall Activity Guide, 2018 Winter/Spring Activity Guide, 2018 Aquatics Guide and 2018 Summer Activity Guide. This bid will include 2 alternates: 1) 4x6 perforated card to be placed into the guide 2) 8.5x 11 perforated sheet to be placed into the guide. These perforated inserts could be used as reply cards/informational flyers for updating accounts for the future registration software upgrade project.

Staff requested board authorization to bid the 2017-2018 Activity Guide printing project.

MOTION by Duffy and seconded by Mahoney to authorize staff to bid the 2017-2018 Activity Guide printing project.

AYES: Duffy, Hohnke, Kubal, Mahoney

NAYS: None

Absent: Coleman

MOTION CARRIED.

Pettit continued her report stating that the following information has been posted on the web, in the newspapers and on Facebook; Enchanted Prince and Princess Ball, WSA Spring Soccer Registration, Boys Lacrosse Spring Break Camp, Girls Softball League Registration, and Winter Softball Clinic & Camp

Pettit mentioned that the marketing department launched a survey on February 3<sup>rd</sup> for the naming of the ARC Mascot. We asked for the top 1-2 names for the mascot along with first and last name and phone number to be contacted if their mascot name is selected. The person who submits the winning name will receive a \$50 ARC credit towards programs or open gym punch cards. Survey will close on February 17<sup>th</sup>.

Pettit noted the 2017 Aquatic Guide was sent to the printer on February 8<sup>th</sup> and delivery is scheduled for March 3<sup>rd</sup>. Graphic designer is currently working on the first draft of the summer guide which is scheduled for printer upload on March 15<sup>th</sup> and delivery on April 7<sup>th</sup>.

Pettit stated that a 2017 marketing plan for Cypress Cove was developed to include: drone and still shots of the facility for the website and marketing materials, Comcast commercial in the Oak Brook zone (same as last year) in June & July, movie theatre advertising in May & June at the south Naperville location (new location from previous years), new pool closing guidelines web page, an aquatic brochure (11x17 folded) with abbreviated information from activity guide) for the ARC, ordering of admission passes, punch cards and facility signs.

Pettit concluded her report mentioning the marketing department gathered information from the personal trainers and took their pictures to create bios with headshots for the website. The bios will also be used for marketing purposes such as trainer spotlights on the ARC Facebook page and in the ARC e-newsletter. Staff also worked with Lamont White to write an article titled "January is Over, Now What? Four Ways to Start & Keep Your Fitness Resolutions." We hope to continue to collaborate with trainers for quarterly or monthly fitness articles.

#### Administration

8.a. Mike Adams began the report with an action item regarding the Administration Office Cubicle Workspace Purchase & Installation Project, MSP #17-02pc. Adams stated the staff proposes revisions and additions to the Administration Office common workspace cubicle area to resolve various space needs to accommodate the IT Coordinator, Open unit for Board/Intern/Misc., Employee Use, and adjustments to the Admin. Office Manager's space in order to accommodate the plotter.

Adams noted the IT Coordinator workspace is currently located in the Archive Storage Room and therefore needs an official office area of sufficient size for workspace needs and to keep his work station in the area of his department.

Adams added the existing workspace cubicles (4) would remain and used but shifted slightly in location to accommodate the added IT Coordinator space.

Lastly, we need to relocate the plotter to also make space for the IT workspace addition as well as make adjustments to the Administration Office Manager's (AOM) workspace to provide a little privacy and better workspace. The AOM's workspace revision is based on reuse of existing and new components.

Adams stated that Midwest Office Interiors (Woodridge), a certified HON dealer, provided a layout plan and proposal to complete the purchase and installation. The cost to complete the work based on TCPN pricing is as follows: 1) IT Coordinator's workstation = \$4,278.81 and 2) Admin Office Manager/Plotter Revisions = \$2,764.32. The expense would be funded from the CDP (Fund 44) Miscellaneous Projects budget.

Staff recommended the Board approve Midwest Office Interiors proposal dated 2/9/2017 based on TCPN pricing in the amount of \$7,043.13 to purchase and install HON workstations for the Administration Office.

MOTION by Kubal and seconded by Mahoney to approve Midwest Office Interiors proposal dated 2/9/2017 based on TCPN pricing in the amount of \$7,043.13 to purchase and install HON workstations for the Administration Office.

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

MOTION CARRIED.

Safety Committee

Adams stated the February Safety Briefs were emailed to the staff on February 1, 2017.

Adams reviewed the Accident/Incident Report for January 2017.

CONSENT AGENDA

MOTION by Duffy, and seconded by Mahoney to approve Consent Agenda item 1 and 2 for approval of minutes and Agenda Items 3 through 10 for Vendor Payment & Payroll Ratification for a total amount of \$748,778.90.

1. Regular Board Meeting Minutes ..... January 10, 2017
2. Executive Session Board Meeting Minutes ..... January 10, 2017
3. Vendor Payment & Payroll Ratification Report (1/7/17-2/9/17).....\$748,778.90
4. Living Waters Consultants – Crabtree Creek-Phase 1, Final Grant Report & Expanded Services (100%) ..... \$550.00
5. Haldeman Homme, Inc., ARC Gym and Turf Equipment, CDP#15-01c22, Payout #3 (Final) ..... \$95,850.12
6. MidCo Inc., ARC Security Systems – Alarm Purchase and Installation, CDP 16-01pc-06, Payout #4 (Final)..... \$2,672.84
7. MidCo Inc., Access Control Systems – Access Control Purchase and Installation, CDP 16-01pc-05, Payout #3..... \$3,005.20
8. TMO Construction, Village Greens Interior Clubhouse Renovation Project, VGCDP #16-02c, Payout #1 ..... \$45,708.50
9. Williams Architects, Athletic Recreation Center – Architectural Consultant Services, CA#14-01-pc-01 Payout #36 (Final)..... \$2,160.00
10. Williams Architects, Athletic Recreation Center – Architectural Consultant Services, CA#14-01pc-01-Contract Amendment No. 3 (ARC Phase 2 – Architectural Services), Payout #3 ..... \$36,584.80

President Hohnke requested a roll call.

Upon a roll being called:

AYES: Duffy, Hohnke, Kubal, Mahoney

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

Director’s Report

1a. Mike Adams began his report seeking Board approval of Ordinance No. 17-2, An Ordinance providing for the issue of \$841,000 Taxable General Obligation Limited Tax Park Bonds, Series 2017, to provide the revenue source for the payment of certain outstanding obligations of the District, providing for the levy of a direct annual tax to pay the principal and interest on the bonds and authorizing the purchase of the bonds by the Corporate Fund of the District.

Adams stated that per the Intergovernmental Agreement with the Village of Woodridge, the District agreed to co-purchase the Town Centre property and to reimburse the Village in installments based on net present value over the length of the debt service. In order to meet the debt financial obligation as well as secure funds for capital projects, staff recommends the Board issue General Obligation Limited Tax Park Bonds within the District’s non-referendum debt authority.

Adams added the payment for the land acquisition will be in the amount of \$644,276 based on the debt service schedule for the Town Centre property.

Adams noted the balance of the bond proceeds \$187,224 will be used to partially payoff the ARC 2015 debt certificates (\$314,587.50). The District will pursue a deferred closing technique and will also be the purchaser of this bond thereby minimizing interest expense to the District.

Adams mentioned the ordinance is required for approval now in order to file with the Counties in time for the collection of the 2016 levy (FY2017/2018). The county specifically levies this amount per the approved ordinances up to our total annual non-referendum debt authority of \$1,250,838.

Adams added that a public hearing was held at the January 28, 2014 Special Board Meeting as required per the Bond Issuance Notification Act (BINA). The Ordinance was prepared by Chapman and Cutler, Bond Council.

Staff recommended approval of Ordinance No. 17-2, An Ordinance Providing for the issue of \$841,000 Taxable General Obligation Limited Tax Park Bonds, Series 2017, to provide the revenue source for the payment of certain outstanding obligations of the District, providing for the levy of a direct annual tax to pay the principal and interest on the bonds and authorizing the purchase of the bonds by the Corporate Fund of the District.

MOTION by Duffy and seconded by Mahoney to approve Ordinance No. 17-2, An Ordinance Providing for the issue of \$841,000 Taxable General Obligation Limited Tax Park Bonds, Series 2017, to provide the revenue source for the payment of certain outstanding obligations of the District, providing for the levy of a direct annual tax to pay the principal and interest on the bonds and authorizing the purchase of the bonds by the Corporate Fund of the District.

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

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

1b. Adams next action item seeking Board approval was Ordinance No. 17-3, an Ordinance to adopt revised job description and policy in the Woodridge Park District Comprehensive Policies & Procedures Manual & Job Descriptions Manual.

The following proposed revised policy and job description are as follows: 4.14 Non-Sufficient Funds (NSF) Check Procedure (Revised) – revised to incorporate new procedures and 8.3.19 Superintendent of Finance & Personnel (Revised) – revised to update responsibilities and to retitle the job position to Superintendent of Finance, Personnel & IT.

Staff recommended the Board approve Ordinance No. 17-3, An Ordinance Adopting Revisions to the Woodridge Park District Comprehensive Policies and Procedures & Job Descriptions Manual (4.14 Non-Sufficient Funds (NSF) Check Procedure / 8.3.19 Superintendent of Finance & Personnel).

MOTION by Duffy and seconded by Mahoney to approve Ordinance No. 17-3, An Ordinance Adopting Revisions to the Woodridge Park District Comprehensive Policies and Procedures & Job Descriptions Manual (4.14 Non-Sufficient Funds (NSF) Check Procedure / 8.3.19 Superintendent of Finance & Personnel).

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

#### 2.a. Athletic Recreation Center (ARC)

Adams continued his report stating the following FF&E items continued to be purchased: exterior site furnishings including (2) trash cans and (5) steel benches were purchased from Victor Stanley in the amount of \$9,572.00

Regarding the Park and Recreation Facility Construction (PARC) Grant, staff anticipates the 50% payment to be released later this month. Staff has completed the final paperwork for the 100% funding request, we are now waiting on the Auditor to schedule and complete their work before we can submit for that reimbursement.

Illinois Department of Commerce & Economic Opportunity (IDCEO) / Public Sector Energy Efficiency Program: staff has worked with the Architect to complete the submission for the Illinois Energy Now New Construction Program. The total amount being requested is \$158,903.96. Our original report stated "possible" incentives of \$217,210 but that will not be the amount since we didn't build / design all of the incentives. The incentives we didn't design were: Tube Skylights (\$11,700 incentive) and some of the Translucent Wall System Incentive (\$69,700 incentive, you only got \$15,147.00). Their Level 3 Report "prediction" drops to \$150,957.00 because we didn't implement part of the translucent wall system and the tube skylights, so we are only requesting slightly more than that based on the Architect's recommendations.

Athletic Recreation Center – Permeable Paver BMP'S: staff has completed the final report and final payout request for the \$362,582.00 related to the permeable paver BMP'S at the ARC that was granted by the IEPA through the 319 grant. Once the grant administrator completes his review, the documents can be processed.

Commissioner Kubal asked Adams now that we are actually in the ARC and we are up and running, do you see the need for the addition. Adams responded absolutely, as originally planned, the space will provide the opportunity for athletic programs which are in high-demand and will provide dedicated space for camps, clinics and the Kidz Squad After-School program, which is critical to keep the other spaces available for other dedicated athletic and recreational programs.

3a. Adams concluded his report informing the Board that the FYE2017 Goals & Objectives, 3<sup>rd</sup> Quarter, are included in the Board packet for review.

#### COMMITTEE REPORTS

SEASPAR – Adams stated that Executive Director Susan Friend will be retiring in summer 2017 and the New appointed Executive Director will be Matt Corso.

JUBILEE – No Report

PDRMA – No Report

#### EX-OFFICIO REPORT

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

#### OLD BUSINESS

None

#### NEW BUSINESS

None

#### ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn was requested. MOTION by Duffy and seconded by Mahoney to adjourn the meeting at 8:40pm.

ALL AYES. MOTION CARRIED.

Respectfully submitted.

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

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Jack Mahoney, Secretary