



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: Cohen, Coleman, Duffy, Hohnke, and Mahoney. Staff present: Adams, Evans, Karesh, Knitter, Nichols, Pettit, Ritter, Rhodes, Webber.

#### PRESIDENT'S REPORT

President Hohnke began his report asking the Board to select delegates for the IAPD Annual Meeting. President Hohnke will be the Delegate, Commissioner Mahoney will be the Second Alternate and Commissioner Cohen will be the Third Alternate.

President Hohnke offered congratulations to Stu Vanorny, who was presented with the 2017 Coach of the Year at the Volunteer Appreciation Party.

President Hohnke offered congratulations to Julie Rhodes (Assistant Superintendent of Recreation) for receiving the Woodridge Rotary Harris Foundation Award.

President Hohnke concluded his report offering congratulations to Commissioner Jim Duffy for 30 years of Service to the Woodridge Park District.

#### STAFF REPORTS

##### Finance

1.a. Chris Webber began his report stating staff presented at the October Board Meeting details of the proposed 2018 Employee Health Benefits Plan options and premium changes provided by the Park District Risk Management Agency (PDRMA). For 2018, PDRMA has increased premiums on average as follows: HMO –3.2%, PPO – 4.3%, Dental – 0.9% and Vision – 0.8%. Based on Board feedback and discussion in prior years to maintain the District's goal of providing quality health care options for its employees while targeting a percentage of premium paid for by the District at 80-85% while controlling overall annual premium cost increases, the following plan options are recommended: PPO \$1,500 deductible option with a \$1,000 HRA, HMO option, employee buy-out option (\$2,500), dental with orthodontics, vision and life insurance based on the following limits:

##### A – Health Options:

- a. PPO (Aetna) \$1,500 Deductible option with a \$1,000 HRA (District underwrites \$1,000) - \$1,820 per life per year (7.5% increase in employee share over prior year)
- b. HMO (BCBS) coverage cost to employee - \$806 per life per year (15% increase in employee share over prior year)

B – Dental coverage with orthodontia - \$78.00 per life per year (9.0% increase in employee share over prior year)

C – Buy-Out option - \$2,500 annually paid to employees for opting out of health coverage

D – Vision Insurance – VSP retained as provider with 100% of cost covered by the District

E – PDRMA Vision – additional vision coverage with cost assumed 100% by employee (\$200 annual benefit.)

F – Life Insurance – PDRMA at \$50,000 per full time employee with no change from prior year cost

Staff recommended the Board approve the 2018 Employee Health Benefits Plan as presented.

MOTION by Coleman and seconded by Mahoney to approve the 2018 Employee Health Benefits Plan as presented.

President Hohnke requested a roll call.

Upon a roll being called

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

Webber continued his report stating “The Notice of Availability of the Audit Report” was published in the Bugle on November 1<sup>st</sup>, which shall include at a minimum the time period covered by the audit, the name of the firm conducting the audit and the address and hours of the location where the audit report may be publicly inspected.

Webber noted the Annual Financial Report is ready to be filed with the state and county agencies. The Comprehensive Annual Financial Report (CAFR) was submitted to the GFOA on October 24<sup>th</sup> in an effort to be awarded the Certificate of Excellence. The CAFR was filed with EMMA on October 23<sup>rd</sup> as required for our municipal bond issues as well as an additional supplement filed on October 24<sup>th</sup> consisting of one schedule which reports debt service extension base as suggested by Chapman & Cutler. The Electronic Municipal Market Access system, or EMMA®, is the official repository for information on virtually all municipal securities. EMMA provides free public access to official disclosures, trade data, credit ratings, educational materials and other information about the municipal securities market.

Webber mentioned that included in the packet is the September, 2017 monthly financial report comparing revenues and expenditures on a year by year basis as well as compared to the Budget. Currently, all expenditures are within budget guidelines as September represents just the 5<sup>th</sup> month of the Fiscal Year.

Webber reviewed the Reconciliation of Fund Balances as of April 30<sup>th</sup>, 2017 and compliance with WPD policy 4.25, Minimum Fund Balance Policy. Webber included in his report the relationship of our total fund balance as presented on April 30<sup>th</sup>, 2017 in the audited financial reports and policy 4.25 which states sufficient funds must be retained by the District to provide a stable financial base.

Human Resources

Webber stated the staff’s primary focus currently is on open enrollment which closes November 21<sup>st</sup>, 2017 for changes that go in effect on January 1<sup>st</sup>, 2018. Additionally, staff is working to develop a training calendar for In-Service Training and In-House Training.

Information Technology

Webber concluded his report stating staff is continuing to prepare computers, the network and credit card processors for the Active-Net conversion which occurs the day after the Board Meeting on November 15<sup>th</sup>. Staff has also worked with Sterling Network for a permanent solution for the Golf maintenance building internet network issues.

Planning

2.a. Jenny Knitter began her report with an action item regarding the Community Center Hardscape Improvement Project, ADA #17-01pc. Knitter stated that staff requested proposals for various concrete work in need of replacement as identified in the ADA Transition Plan at the Community Center. The base proposal includes:

- construction of accessible walks from building egress doors on the north and west of building;
- the addition of truncated domes at the main entrance including associated replacement of concrete walks and resetting of sections concrete pavers; and
- the addition of new bench pads (4) along the Lake Carleton path.

Alternate A – included the construction of a concrete port-a-john pad at Jefferson Jr. High School.

Alternate B – included the construction of a concrete port-a-john pad at Edgewood School

Alternate C – included the construction of a concrete port-a-john pad at Meadowview School.

Contractor	Base	Alt. A	Alt. B	Alt. C
D&J Landscape, Inc.	\$23,622	\$3,500	\$3,500	\$3,500
Hacienda Landscaping, Inc.	\$24,077	\$800	\$800	\$800

Innovation Landscape, Inc.                    \$24,402                                    \$2,250    \$2,250    \$2,250

Knitter stated since the low bidders alternate costs came in extremely high, staff plans to reject the alternates and seek proposals for the concrete pads this spring, possibly in coordination with other work within the District.

Staff recommended the Board accept D & J Landscape, Inc. as the low qualified bidder and approve a contract in the amount of \$23,622 based on the base proposal and accepting no alternates for the Community Center – Hardscape Improvement Project, ADA 17-01pc.

MOTION by Coleman and seconded by Cohen to accept D & J Landscape, Inc. as the low qualified bidder and approve a contract in the amount of \$23,622 based on the base proposal and accepting no alternates for the Community Center – Hardscape Improvement Project, ADA 17-01pc.

President Hohnke requested a roll call.

Upon a roll being called

AYES:                    Cohen, Coleman, Duffy, Hohnke, Mahoney

NAYS:                    None

ABSENT:                None

MOTION CARRIED.

2.b. Knitter's next action item was regarding the 83<sup>rd</sup> Street Park Development Project – Final Master Plan. Knitter reviewed the 83<sup>rd</sup> Street master plan design features which will include: a 30x40 picnicking shelter with seating for 100+ patrons, accessible pathways linking site amenities (bike path, shelter, baseball, school, playground, etc.), improvements to the existing baseball field, benches, waste receptacles, and extensive landscape enhancements.

Knitter added the baseball improvements will include accessible, covered dugouts; accessible spectator spaces, accessible walks from both the WPD and Siple School parking lots, fence height modifications to accommodate new dugouts; fence/backstop fabric replacement, new team benches, park benches, waste receptacles, and landscape enhancements.

Knitter noted that a neighborhood open house was offered in October, where one (1) resident attended. Over 106 households were invited to provide comments. Two public comments were received and they were positive supporting the new park development.

Staff's plan is to begin construction after the 2018 baseball season, in July. Substantial completion of the project is expected in fall of 2018.

Staff recommended the Board approve the 83<sup>rd</sup> Street Park Final Master Plan.

MOTION by Coleman and seconded by Mahoney to approve the 83<sup>rd</sup> Street Park Final Master Plan.

AYES:                    Cohen, Coleman, Duffy, Hohnke, Mahoney

NAYS:                    None

ABSENT:                None

MOTION CARRIED.

Knitter continued her report stating the Topographic survey, CA#17-05pc, for Hawthorne Hill Woods is expected to begin October 30<sup>th</sup>.

Knitter noted staff met with the Contractor, Utility Dynamics, for a pre-construction meeting regarding the Lake Harriet Pond Maintenance Project – Electrical Service Addition, CDP #17-02pc-04. All submittals have been provided to Amsco

for their review. Upon approval, materials will be ordered. Lead times for materials (Conduit, wiring, and cabinet) will dictate schedule.

Knitter mentioned Living Waters Consultants submitted the permit application to Army Corp of Engineers earlier this month for the Triangle Park Restoration Project – Engineering Consultant Services, CA #17-04pc. We also submitted a letter to DuPage County requesting Fee in Lieu Grant funding for Triangle Park. Currently, there are no updates available related to this request.

Knitter stated staff provided some additional information to Nicor, regarding the 2017 Nicor Easement Survey Project, CA#17-01pc. We are still awaiting their response.

Knitter concluded her report stating the consultant is reviewing the performance conditions of the site to determine the next steps for the Crabtree Creek- Phase 1: Streambank Stabilization Project, CDP #16-02c. As-builts were submitted to the Village for final approval. Staff is waiting for their response.

### Golf Course

3.a. Brandon Evans began his report with an action item regarding the Village Greens Golf Car Replacement (Lease Agreement), Project VGCRP #17-06pc. Evans stated Village Greens currently has a fleet of sixty-one (61) 2009 and 2010 Yamaha golf cars in need of replacement. Repair costs have risen in the past two years as the cars age and deteriorate. Harris Golf Cars is a sole distributor of Yamaha golf cars in our territory. Yamaha golf cars have proven to be cost effective and reliable, and Harris Golf Cars has provided excellent service and support over the past decade.

Evans noted that staff obtained a quote to lease sixty-six (66) 2016 Yamaha ('Demo') golf cars from Harris Golf Cars. Staff checked with the District's legal counsel and provided an opinion that the District could enter into a lease agreement. The quote reflects the trade-in of sixty-one (61) cars from the existing fleet. The plan is to increase the size of the fleet by five (5) cars to avoid costly rentals for large outings and events, which currently costs the course \$3,000 to \$4,500 per year. The lease will begin on May 1<sup>st</sup>, 2018, although the Course could take possession of the cars in March, 2018.

Evans mentioned the annual lease payment terms are to be paid monthly from May through October which equals \$5,666.10/month or \$33,996.60/year. The FYE2018 VGGC CRP fund currently budgeted \$47,000 for car replacement lease expenses.

Evans added although the units are Demos, the 2016 golf cars have been reconditioned and will have two (2) years left on the original warranty. This model received positive reviews from colleagues who have them in inventory. The expected useful life of the cars is seven to eight years, which is two years beyond the lease term.

Staff recommended the Board accept Harris Golf Cars lease/buy proposal dated 11/2/17 for sixty-six (66) 2016 Yamaha Demo Golf Cars to include the trade-in value of twenty-nine (29) 2009, thirty (30) 2010, and two (2) 2004 Yamaha Golf Cars and approve a 60-month lease agreement in the total amount of \$169,983.00 for the Village Greens Golf Car Replacement Project, CRP #17-06pc.

MOTION by Coleman and seconded by Duffy to accept Harris Golf Cars lease/buy proposal dated 11/2/17 for sixty-six (66) 2016 Yamaha Demo Golf Cars to include the trade-in value of twenty-nine (29) 2009, thirty (30) 2010, and two (2) 2004 Yamaha Golf Cars and approve a 60-month lease agreement in the total amount of \$169,983.00 for the Village Greens Golf Car Replacement Project, CRP #17-06pc.

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

2. b. Evans next action item seeking approval was regarding the Village Greens Golf Car Fleet On-call Service Agreement, Project VGMSP #17-07pc. Evans stated several years ago, we decided it was in the Course's best interest to not rehire the full-time Mechanic position (\$40,000+benefits). Instead, staff felt we could utilize a combination of in-house labor and 3<sup>rd</sup> party vendors. Harris Golf Cars has provided service to our fleet of golf cars under this arrangement for the past three (3) seasons with positive results. The service agreement includes a weekly on-site visit from a certified mechanic, plus a year-end winterization (oil change, filter change, spark plugs, fluid service) of each car for the price listed. Repairs not covered by warranty or listed above are additional fees, but we've found the prices to be reasonable for the service provided.

Staff recommended the Board accept Harris Golf Cars On-call Service Agreement dated 11/2/17 for the Village Greens Golf Car Fleet, Project VGMSP #17-07pc in the amount of \$5,454.00, to provide preventative maintenance and on-call services to maintain a fleet of 78 golf cars.

President Hohnke asked if the cars are under warranty, do we still need the service agreement. Evans responded yes, to keep up with preventative maintenance and daily wear and tear.

MOTION by Duffy and seconded by Mahoney to accept Harris Golf Cars On-call Service Agreement dated 11/2/17 for the Village Greens Golf Car Fleet, Project VGMSP #17-07pc in the amount of \$5,454.00 to provide preventative maintenance and on-call services to maintain a fleet of 78 golf cars.

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

Evans continued his report stating that a rounds report is not available at this time. Rounds for October are expected to be down significantly, due to an 8" inch rain early in the month which closed the course for a week and caused riding cars to be unavailable for a time after that. Several outings were canceled/lost as a result.

Evans concluded his report stating staff has re-sodded several areas of the course damaged in the flooding.

Recreation

Don Ritter began his report stating for the second consecutive year, the Haunted Forest Walk enjoyed beautiful fall weather and it showed in the participation totals. No major issues occurred and staff did a great job coordinating the volunteers and overall event. Below are the participation totals for the past five years:

	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
Friday Evening	1237	907	0	878	788
Saturday Afternoon	521	584	464	604	672
Saturday Evening	1325	975	1242	1250	1099
TOTAL	3083	2461	1706	2732	2559

Adams asked Ritter what the average revenue each volunteer group received for participating this year. Ritter replied approximately \$1,000.00.

President Hohnke asked staff to prepare a list of groups that participated.

Ritter continued his report stating the NEW Fall Coed Recreational 5 v 5 Indoor Soccer League with Professional Training began on October 28<sup>th</sup> with 103 participants. The first 40 minutes, players train with a professional trainer and then spend the last 40 minutes playing a game coached by the trainer. A total of 12 teams registered between the ages of 5-13.

Ritter stated the NEW Fall Youth In-House Basketball League started scheduled games on October 28<sup>th</sup> with 190 participants between 1<sup>st</sup>-8<sup>th</sup> grades. Due to lower enrollment in the Girls' Divisions, we are partnering with the Downers Grove Park District to accommodate enough teams to form a League.

Ritter noted the NEW Fall Co-Rec Youth Volleyball League started league games on October 29<sup>th</sup>. Currently, we have 50 players registered on five teams between grades 3<sup>rd</sup>-8<sup>th</sup> grade.

Ritter mentioned the Future Pros Soccer Foot Skills Camp will begin on November 2<sup>nd</sup> for ages 6-10. Currently, we have 30 participants with a wait list. The program will run Thursday evenings through December 14<sup>th</sup>.

Ritter added that Staff hosted a Columbus Day 4 v 4 Indoor Soccer Tournament on October 9<sup>th</sup>. A total of 22 teams participated in 6 divisions and a U-11 Boys team from Woodridge won their division.

Ritter stated the annual WSA General Membership meeting was held on November 1<sup>st</sup> with elections being held for the Vice-President and Administrator Board positions.

Ritter added the Coach of the Year award was presented to Stu Vanorny at the Volunteer Appreciation Party on November 3<sup>rd</sup>, 12 coaches were selected among the 31 total number of submissions. Congratulations to Stu!

Ritter mentioned staff has collected approximately 600 tennis balls over the past year as part of our recycling program from our tennis court locations. Last year, staff collected approximately 1,800 tennis balls.

Ritter noted the Crafting Club donated a total of 794 items to miscellaneous organizations, just from the past two months. Items included hats, scarves, mittens, security blankets, comfort pillows, bibs, aprons and shawls. A huge thank you to our Crafting Club group!

Ritter stated the total combined ARC Fitness membership sales currently stand at 2,654 with 171 of those adding Group X memberships. 129 Group X punch cards have been purchased (812 visits). Of the training sessions purchased, 21 were purchased by non-members, the remaining 407 by members (428 total sessions purchased). Of our currently active 2,197 members, 113 are Track only members. Revenue from daily pass sales to date = \$12,393. Our Silver Sneakers program has generated \$2,573.

Ritter offered congratulations to Ashley Rowden, Customer Service Supervisor, on her one year anniversary with the Woodridge Park District (November 7<sup>th</sup>).

Ritter concluded his report stating the new registration system (Active-Net) goes live on Wednesday, November 15<sup>th</sup>.

### Aquatics

5.a. Jenny Knitter began the report with an action item regarding Cypress Cove – Pool Liner Purchase & Installation Project, ACDP #17-01c. Knitter stated a preliminary estimate to install a pool liner system for all pools at Cypress Cove was e-mailed to the Board in October. Based on staff's initial assessment and prior satisfactory experience of using this liner system at Hobson Pool, it is staff's opinion to pursue this project further based on the following:

- 1) Provides 15-20 years of life expectancy with a 10 year warranty,
- 2) Is a comparable cost versus prepping surface and repainting every three to four years at approximately \$100k +/- per application
- 3) Reduces annual contractor cost to re-clean painted pools with acid wash each year (\$6,500/year), since in-house staff can easily clean with normal power wash process
- 4) Eliminates the injury issues of protrusions caused by painting applications
- 5) Demonstrates proactive response to patrons by providing a new superior comfortable slip-resistant surface.

Knitter noted the lump sum cost to line all the pool basins ranges from \$338k to \$393,500 depending on the preferred installation assembly and additional incidental expenses (e.g. dumpster rental, etc.). She noted this is a preliminary estimate and could change due to final specifications requested by the District and the requirement to formally bid the project based on prevailing wage rates, bonds, etc.

Knitter stated staff checked on the ability of one company (subject to qualifying low bid) to complete the installation in all the pools prior to a May 2018 date, which they have determined that all 4 pools could be completed per the below schedule.

The schedule for work is noted below:

- Authorization to Bid November 14<sup>th</sup>, 2017
- Bid Let November 22<sup>nd</sup>, 2017
- Bid Opening December 8<sup>th</sup>, 2017
- Board Recommendation/Contract Approval December 12<sup>th</sup>, 2017
- Review of Shop Drawings December 13<sup>th</sup> – 31<sup>st</sup>, 2017
- Construction Starts for Stainless Steel Crew Late Jan/Early Feb, 2018
- Construction Starts for Liner Crew March 1<sup>st</sup>, 2018
- Substantial Completion May 1<sup>st</sup>, 2018

Knitter stated as noted in the previous e-mail from Executive Director Mike Adams, there are funds available to implement this project. Note, a Resolution will be required to transfer appropriations from one CDP project to another in order to authorize the expenditure.

Knitter added in preparation for this work to begin, Staff would then finalize a negotiation with the painting contractor to grind/sand the protrusions in the pool basins prior to the application of the liner system and repair any outstanding caulk/patch issues. Please note, the pools would not have to be repainted.

Commissioner Coleman asked if we don't need the painter to paint the pools, could we have him paint, as a credit, somewhere else. Adams stated the light poles do need to be sanded and painted, so we can discuss this option.

Staff requested Board authorization to bid the Cypress Cove – Pool Liner Purchase & Installation Project, ACDP #17-01c.

MOTION by Mahoney and seconded by Cohen to authorize staff to bid the Cypress Cove – Pool Liner Purchase & Installation Project, ACDP #17-01c.

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

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

5.b. Knitter continued with her next action item regarding the Cypress Cove – Bathhouse Water Heater Redesign Engineering Services, CA 17-06pc. Knitter stated in an effort to be more cost effective for future replacements and to have some back up/overlap should an issue occur as well as to be able to more readily have access to replacement sizes, staff investigated the options related to downsizing the very large hot water heater for the bathhouse and utilize two smaller ones for the same purpose.

Knitter noted Amsco Engineering has provided a mechanical and electrical engineering scope to accommodate for the above mentioned change. The work will include designs including calculations and sizing of equipment and piping. Once

design is complete, the scope will continue with providing plumbing and electrical drawings and specifications as well as an evaluation of the bids, when received. Once a contract is awarded for implementation of work, Amsco will also review shop drawings, conduct site visits and create a punch list, upon works completion.

The project schedule is tentatively planned as follows:

- Design Completion Jan 8<sup>th</sup>
- Authorization to Bid Jan 9<sup>th</sup>
- Bid Jan 10<sup>th</sup> – 30<sup>th</sup>
- Bid Opening Jan 30<sup>th</sup>
- Review of Bid Jan 30<sup>th</sup> – Feb 2<sup>nd</sup>
- Recommendation to Board/Approval Feb 13<sup>th</sup>
- Shop drawings review Feb 14<sup>th</sup> – March 2<sup>nd</sup>
- Order equipment (10 weeks) March 2<sup>nd</sup>
- Equipment Arrives May 14<sup>th</sup>
- Installation (5 days) May 14<sup>th</sup> -18<sup>th</sup>

Staff recommended the Board accept the proposal dated February 2<sup>nd</sup>, 2017, from Amsco Engineering and approve a contract in the amount of \$5,800 for the Cypress Cove – Bathhouse Water Heater Redesign - Engineering Services, CA 17-06pc.

MOTION by Duffy and seconded by Mahoney to accept the proposal dated February 2<sup>nd</sup>, 2017, from Amsco Engineering and approve a contract in the amount of \$5,800 for the Cypress Cove – Bathhouse Water Heater Redesign - Engineering Services, CA 17-06pc.

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

Julie Rhodes began her report stating that the Aquatic Department is currently working on scheduling, budgeting, equipment and fixture purchase recommendations for the next season.

Rhodes noted that returning invites to Aquatic Staff finishing the 2017 season in good standing will be mailed out in December.

Rhodes reviewed the Outcome of the 2017 Aquatic Workshop held on October 31<sup>st</sup>, 2017.

Rhodes asked Amanda Nichols to review the 2017 Aquatic Season Report. Nichols presented highlights of the 2017 season including:

- Attendance statistics including Downers Grove and Darien
- Season pass sales
- Concession revenue
- Audits for Life Guards
- Swim Lessons
- Group outings and parties
- Financial Analysis for the 2017 season including Projected Revenue and Expense reports for Funds 06 and 07
- 2018 Facility needs

Nichols concluded by reviewing recommendations for the 2018 season.

## Parks



6.a. John Karesh began his report with an action item regarding the Community Center Tile Project, MSP#17-09pc Proposal Ratification. Karesh stated staff solicited three companies to complete the Community Center floor tile repairs needed in the building. There are five locations where cracks have developed and have become very unsightly. The broken floor tiles will be removed and replaced with like tiles. Staff will work with the Community Center Facility Supervisor & the contractor to schedule the work needed to reduce any disturbances during the work day.

J & M Tile: \$4,350.00

Johnson Flooring: \$7,105.00

TSI Floor: \$8,145.00

Staff recommended the Board ratify the Executive Director's decision to approve a proposal from J & M Tile in the amount \$4,350.00 for the Community Center Tile Project, MSP#17-09pc.

MOTION by Duffy and seconded by Mahoney to ratify the Executive Director's decision to approve a proposal from J & M Tile in the amount \$4,350.00 for the Community Center Tile Project, MSP#17-09pc.

AYES: Cohen, Coleman, Duffy, Hohnke, Mahoney

NAYS: None

ABSENT: None

MOTION CARRIED.

Karesh continued his report stating the Janes concession building and irrigation system is being blown out and winterized for the 2017 season as well as all the drinking fountains.

Karesh mentioned Randex Painting completed the Orchard Hill Park baseball field shed & dugout painting project. The project was completed in about two weeks and looks great.

Karesh stated that the Holiday lights are being pulled out and checked and are being installed for the 2017/2018 holiday season.

Karesh noted that the cleaning of the garden plots site was completed at the end of October. This project included the removal of the garden stakes, fences and any other material left on the site as well as plowing & rotovating some areas of the site.

Karesh stated that since the 2017 Fall Soccer Season has concluded, staff has started removing goals and bleachers and will begin sodding worn turf areas.

Karesh added the Jane's southwest baseball field sodding project is being completed. We plan to complete all other sodding projects this month.

Karesh mentioned the winterization of Cypress Cove is almost complete. The irrigation system is set to be blown out in the next couple of weeks.

Karesh concluded his report stating the Landscape staff is working on park landscape bed cleanup at various park sites & watering new plant installations at Ides East, Forest View and International Estates parks as needed.

The Natural Resource Manager is working with Homer Tree Service on completion of the Invasive Woody Removal project at Hawthorne Hill Woods, Westminster Park & Boundary Hill Woods. The Manager is also working with Homer Tree Service to address the completion of contracted prescribed burn services not completed last year. The Manager and Planning staff also identified and marked trees to save at the future new park site located in the new Gallagher & Henry Smoter development located at the East end of Gloucester Street.

Marketing

Megan Pettit began her report stating that the following information was posted on the web, in the Newspapers and on Facebook; Haunted Forest Walk, Full Moon Pumpkin Carve, Future Pros Holiday Soccer Camps, Prescribed Burns, Coach of the Year Nominations.

Pettit stated the ARC staff implemented a last-minute flash sale for Friday the 13<sup>th</sup>. The marketing department provided flyers, posters, an e-blast and Facebook posts to promote the discount and prizes.

Pettit concluded her report stating the Marketing Manager & Graphic Designer have had weekly calls with an Active digital marketing specialist to assist us in customizing the Active site. As of November 1<sup>st</sup>, we have customized the landing page with pictures. We are in the process of writing the copy for individual pages such as the FAQ and account settings for users. Additional training includes brochure export, reporting and communication tools.

Safety Committee

Rhodes stated that the November Safety Briefs were emailed to the staff on November 1<sup>st</sup>, 2017.

Rhodes concluded her report by reviewing the Accident/Incident Report from October 2017.

CONSENT AGENDA

MOTION by Duffy, and seconded by Mahoney to approve Consent Agenda items 1 for approval of minutes and Agenda Items 2 through 16 for Vendor Payment and Payroll Ratification for a total amount of \$1,445,617.07.

- 1. Regular Board Meeting Minutes ..... October 10, 2017
- 2. Vendor Payment & Payroll Ratification Report (10/6/17-11/9/17)..... \$1,445,617.07
- 3. 3F Corporation, ARC Aluminum and Glass, CDP#17-01c-07, Payout #1 (47%)..... \$92,700.00
- 4. Anthony Roofing Tecta America, ARC Roofing, CDP#17-01c-06, Payout #1 (33%)..... \$98,585.73
- 5. Corporate Construction Services, Athletic Recreation Center, Construction Management Services, CA#14-01pc-02, Contract Amendment No. 1 (Expansion), Payout #7 (48%)..... \$21,400.00
- 6. Excel Electric, ARC Expansion – Electrical, CDP#17-01c-13, Payout #4 (47%) ..... \$41,942.57
- 7. Expert Tree Service – Hawthorne Hill High Risk Tree Removal Project, MSP 17-07pc (100%)..... \$15,000.00
- 8. Geocon Professional Services – ARC Expansion – Testing Services, CA#17-02pc, Payout#3 ..... \$3,835.00
- 9. Hargrave Builders, ARC Carpentry/Gen Trades, CDP#17-01c-05, Payout #4 (46%)..... \$94,999.67
- 10. Jensen’s Plumbing, ARC Expansion – HVAC/Mechanical, CDP#17-01c-12, Payout #4 (65%) ..... \$13,695.30
- 11. Jensen’s Plumbing, ARC Expansion – Plumbing, CDP#17-01c-11, Payout #3 (75%) ..... \$10,764.00
- 12. Jimmy Z Masonry Corp., ARC Expansion – Plumbing, CDP#17-01c-03, Payout #2 (87%) ..... \$51,156.00
- 13. Living Waters Consultants – Triangle Park, Engineering Consultant Services, CA #17-04pc, Payout #4..... \$5,000.00
- 14. Randex Painting Inc., Orchard Hill Painting Project CRP#17-05C, Payouts #1 (100%) ..... \$6,020.00
- 15. Williams Architects, Athletic Recreation Center – Architectural Consultant Services, CA#14-01pc-01 Contract Amendment No. 3 (ARC Phase 2 – Architectural Services), Payout #11 (74%)..... \$4,865.00
- 16. Wise, Janney, Elstner Associates, Cypress Cove Pool Surfaces Preliminary Forensic Study, AMSP#17-01pc, Payout #1 (Final)..... \$4,800.48

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

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

Executive Director's Report

F.1. a. Executive Director Mike Adams began his report with an action item regarding a Resolution Authorizing the Destruction of Records. Adams stated annually, staff reviews archived records to identify documents that are no longer useful and should be destroyed in accordance with the State of Illinois Regulations of the Local Records Commission. Staff submitted and obtained approval from the Illinois Local Records Commission permitting the destruction of various records.

Staff recommended the Board approve Resolution No. 17-18 A Resolution Authorizing the Destruction of Records.

MOTION by Duffy and seconded by Mahoney to approve Resolution No. 17-18 A Resolution Authorizing the Destruction of Records.

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

1.b. Adams next action item seeking Board approval was a resolution to approve an Intergovernmental Agreement (IGA) with Woodridge School District #68 (SD#68) to permit SD#68 the right to snow plow the proposed pathway to be built by Pulte Home Company, LLC for the Hobson Hill Single Family Residential Subdivision on Park District Property (Woodridge Center Outlot 8).

Adams stated the Village of Woodridge, Woodridge School District, Woodridge Park District and Pulte Homes have been negotiating the proposed construction of a pedestrian pathway from the proposed Hobson Hill single family subdivision to Meadowview School to provide safe access to pedestrians and students. The pathway is a critical component for the School District in order to serve the students originating from the new development.

Adams added per the IGA, the School District will plow the pathway during the school year. The School District shall remove snow on school days for the benefit and safety of students, parents, and School District employees and is not responsible for the removal of snow on non-school days or non-school times except as needed for school-related purposes and at the sole discretion of the School District. School days are when the School District is in session and school times include 30 minutes prior to the start of the school day and 30 minutes after the end of the school day.

Adams noted the District's general legal counsel and PDRMA's legal counsel both have reviewed the agreement.

Commissioner Coleman asked if we have to take ownership of the sidewalk. Adams replied based on legal counsel's opinion, that from a "Liability" stand point, the Park District are better off owning the sidewalk.

Staff recommended the Board approve Resolution No. 17-19, Approving An Intergovernmental Agreement Between the Woodridge Park District and Woodridge School District #68 for the Snow Plowing of Woodridge Center Unit 8-A Outlot 2 Pedestrian Pathway.

MOTION by Duffy and seconded by Mahoney to approve Resolution No. 17-19, approving an Intergovernmental Agreement between the Woodridge Park District and Woodridge School District #68 for the Snow Plowing of Woodridge Center Unit 8-A Outlot 2 Pedestrian Pathway.

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

1.c. Adams next action item seeking Board approval was a Resolution Transferring Monies from Certain Appropriation Accounts in the Capital Development Fund to Certain Other Appropriation Accounts in Said Capital Development Fund for the Fiscal Year Beginning May 1<sup>st</sup>, 2017 and Ending April 30<sup>th</sup>, 2018. This action is a net zero balance difference to the budget.

Adams stated pursuant to staff's recommendation to install a PVC liner system for the four (4) pool basins at Cypress Cove Family Aquatic Park, a transfer of the appropriations is required in order to authorize the proposed expenditure. The following funds will be transferred within the Capital Development Fund line items indicated below as shown in the Annual Budget and Appropriation Ordinance for the fiscal year ending April 30<sup>th</sup>, 2018:

Miscellaneous Projects	Increased by \$540,325.00
Athletic Recreation Center	Decreased by \$540,325.00

Staff recommended the Board approve Resolution No. 17-20, A Resolution Transferring Monies from Certain Appropriation Accounts in the Capital Development Fund to Certain Other Appropriation Accounts in Said Capital Development Fund for the Fiscal Year Beginning May 1<sup>st</sup>, 2017 and Ending April 30<sup>th</sup>, 2018.

MOTION by Mahoney and seconded by Cohen to approve Resolution No. 17-20, A Resolution Transferring Monies from Certain Appropriation Accounts in the Capital Development Fund to Certain Other Appropriation Accounts in Said Capital Development Fund for the Fiscal Year Beginning May 1<sup>st</sup>, 2017 and Ending April 30<sup>th</sup>, 2018.

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

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

#### ARC Action Item

F.2. a. Jenny Knitter began the report with an action item regarding the ARC (Athletic Recreation Center) Turf Quarter Divider Curtain Purchase & Installation Project.

Knitter stated that staff requested proposals for the purchase/delivery of one (1) Porter #670 Fold Up Gym Divider Curtain. The unit will match the existing divider curtains in ARC Turf Field with solid height to match existing and remaining upper mesh, logo facing the west section and supplied key switch operations.

Knitter added all electrical related to this curtain is to be installed by others. A proposal will be requested from the existing Electrical contractor regarding the additional scope for wiring electrical to this curtain and installing the key switch operations.

Adams noted that a comparable quote was received from Carrol Seating for \$20,664.63.

Staff recommended the Board accept Haldeman – Homme, Inc's., proposal dated 10/13/17, for the purchase, delivery, and installation of one (1) quarter divider curtain in the amount of \$12,800.00, to include the Logo, to match the existing curtain.

MOTION by Mahoney and seconded by Duffy to accept Haldeman – Homme, Inc's., proposal dated 10/13/17, for the purchase, delivery, and installation of one (1) quarter divider curtain in the amount of \$12,800.00, to include the Logo, to match the existing curtain.

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

Knitter stated staff reached out to the landscape contractor several times only to get no response back. Finally, a letter was sent requiring a list of plants and sizes that were to be replaced this fall. The list was very short in terms of available plant material and sizes. As a result, the landscape contractor agreed to complete the replacement plant material installation in spring of 2018. Staff also walked the building with the Architect and Construction Manager discussing items related to the warranty. Contractors will be completing warranty punch list items identified in this walk through. Staff will be submitting a nomination for the ARC for the 2017 IPRA Outstanding Facility and Park Award.

Knitter provided an update on the following contracts:

ARC Expansion - Park Shelter - Picnic Tables Purchase, CDP #17-01pc-18. Knitter stated a purchase order was completed and we expect delivery in December for 20 picnic tables to be assembled with the help of the Maintenance Department this winter.

ARC Expansion - Park Shelter – Trash/Recycling Receptacle Purchase Project, CDP #17-01pc-19. Knitter noted a purchase order was completed and we expect delivery in January for 2 trash/recycling containers to service the park shelter area.

Athletic Recreation Center – Expansion – Park Shelter Project, Cooperative Purchases not in Bid, CDP# 17-01c-17. Knitter stated staff reviewed and approved shop drawings in October. Please note, the shelter footing was larger than what staff had shown in the plans, therefore we will expect a change order to reflect the additional excavation and concrete needed to meet the final approved engineer detail. Knitter added a Building Permit was approved in early November. Delivery of the shelter is expected in December.

Athletic Recreation Center – Expansion – Park Shelter Project – change orders

Knitter stated staff has conducted a preconstruction meeting with Contractors. We expect excavation and concrete work to be completed in November (weather pending) as well as some electrical work. Please note, both the concrete contractor and the mason expressed that ARC Board Report their costs have increased as the projected schedule did not include winter conditions. Staff will require a detailed list of what additional costs are incurred as a result and will present to the Board next month.

Athletic Recreation Center – Expansion Contracts

Progress to date:

- a. Set Boiler 10/19
- b. Roofing Completed 10/20
- c. Athletic Equipment layout verification 10/24
- d. ARC Warranty Walk-Thru 10/25
- e. Mold Testing Conducted 10/26
- f. Brick and Stone Completed 10/26
- g. 2nd Floor Drinking Fountain Rough In Completed 10/26
- h. 1st Floor Drinking Fountain Rough In Completed 10/27
- i. Power to RTU's 10/27
- j. South Parapet Batt Insulation & Hunter Panels 10/30
- k. ARC Sign Anchors installed on West Building Face 10/30
- l. Roofing Inspection 10/30
- m. West CPI Panel Framing 10/31

Schedule:

- a. Continue South Weather Barrier Installation
- b. Continue CPI Panels 10/27-11/17
- c. Exterior Grading 11/1-11/3
- d. Exterior Concrete 11/6
- e. Composite Metal Wall Panels 11/2 -11/24
- f. Interior Framing 11/6 – 11/10
- g. Electrical Shutdown 11/7 (2am – 5am)
- h. Finish Gas Piping on Roof 11/8 – 11/10
- i. ARC Sign and exterior fixtures 11/20-11/21
- j. Drywall 11/20-11/25 (may need temp heat or fire up radiant/HVAC)
- k. Paint 11/27 -12/1 (may need temp heat or fire up radiant/HVAC)

President Hohnke asked what the completion date is. Knitter replied this is still being discussed.

Information /Discussion Items:

- 3.a. Adams informed the Board that Senate Bill 851 regarding property taxes was not approved.
- 3.b. Adams concluded his report stating that the FY2017-2018, Goals & Objectives 2<sup>nd</sup> Quarter Update were included in the Board Packet for your review.

COMMITTEE REPORTS

SEASPAR –

G.1.a. Mike Adams stated the SEASPAR Board approved the 2017 Levy at the October 17<sup>th</sup>, 2017 Board Meeting. Adams stated the levy backup information & projected FYE2019 Budget was included in the Board packet for review.

Adams noted the total SEASPAR 2017 levy approved by the SEASPAR Board was \$1,597,904 compared to last year's approved levy of \$1,597,514. Woodridge Park District's portion of the levy is \$190,142 compared to last year's levy of \$190,137 which represents negligible increase.

G.1.b. Staff recommended the Board ratify approval of the SEASPAR 2017 Levy of \$1,597,904 which includes Woodridge Park District's levy share amount of \$190,142.

MOTION by Duffy and seconded by Mahoney to ratify approval of the SEASPAR 2017 Levy of \$1,597,904 which includes Woodridge Park District's levy share amount of \$190,142.

AYES: Cohen, Coleman, Duffy, Hohnke, Mahoney

NAYS: None

ABSENT: None

MOTION CARRIED.

JUBILEE – No report.

PDRMA – Adams noted staff is working with Legal Counsel regarding "ComEd" easement agreements.

Adams added that \$500 in grant money was given to the ARC for the fire extinguishers wall padding in the turf field.

EX-OFFICIO REPORT

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

OLD BUSINESS

Adams included in the Board packet for review the 2017 Community Survey Questionnaire. Adams mentioned the consultant estimates the survey to be released by mail by November 16<sup>th</sup>. The survey will be sent to 5,000 randomly selected resident households and will target a minimum of 500 responses in order to provide a statistically valid response.

Adams concluded that after (10) days of the survey release, the consultant will send out a Reminder Card. The survey typically closes in (3) three weeks of the survey release date. The tentative schedule plans for presentation of the results to occur at the December 12, 2017 Board Meeting.

NEW BUSINESS

Adams informed the Board of a recent FOIA request from the American Watchdog group.

AJOURNMENT

There being no further business to come before the Board, a motion to adjourn was requested.

MOTION by Coleman and seconded by Mahoney to adjourn the Regular Board Meeting of November 14<sup>th</sup>, 2017 at 8:54 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted.



---

Jack Mahoney, Secretary