

WOODRIDGE PARK DISTRICT
Regular Board Meeting
December 11, 2018



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, Hohnke, Mahoney and Venouziou. Absent: Commissioner Coleman. Staff present: Adams, Evans, Karesh, Knitter, Peboontom, Pettit, Ritter, Rhodes, Webber.

OTHERS PRESENT: Jason Imrisek, 2102 Wheeler Street, Woodridge.

PUBLIC PARTICIPATION: President Hohnke reviewed the procedures for Public Comment Concerning the Approval of an Ordinance Levying and Assessing Taxes for Tax Year 2018 for Calendar Year January 1, 2019 through December 31, 2019. President Hohnke asked Mike Adams to review the levy information. Adams gave a brief overview of the information, and noted the Levy Ordinance will be presented under the Executive Director's agenda for Board consideration.

President Hohnke stated all persons desiring to be heard will have the opportunity to present written or oral testimony. There was no public comment nor was any written testimony received.

PRESIDENT'S REPORT

2018 Coach of the Year

President Hohnke began his report asking Dan Peboontom to present the Coach of the Year Award. Dan began by stating this is the 10th year for the Coach of the Year Award, and six (6) coaches were nominated this year. Peboontom introduced Jason Imrisek and gave a brief description of the various sports Mr. Imrisek has coached for the Woodridge Park District throughout the past several years. Peboontom presented Mr. Imrisek with the Coach of the Year plaque and various gifts. Peboontom concluded by thanking Mr. Imrisek for all his, volunteerism, hard work and dedication to Park District.

President Hohnke continued his report by reviewing the Regular Board Meeting Calendar for 2019. President Hohnke noted that a recommendation is presented to schedule all regular board meetings to be held on the third Tuesday of each month at 6:30 p.m. Based on no objections from the Board, President Hohnke requested a motion to approve the Regular Board Meeting Calendar for 2019.

MOTION by Cohen and seconded by Mahoney to approve the 2019 Regular Board Meeting Calendar.

President Hohnke requested a roll call.

Upon a roll being called:

AYES: Cohen, Mahoney, Venouziou

NAYS: Hohnke

ABSENT: Coleman

MOTION CARRIED.

President Hohnke concluded his report offering congratulations to Ryan Bordewick, Planner/Landscape Designer, for receiving the "Public Employee of the Year;" award presented at the Village of Woodridge's Annual Recognition Banquet held on December 4, 2018.

STAFF REPORTS

Finance

1.a. Chris Webber began his report with an action item, regarding the IRS Section 125 Cafeteria Plan – Premium Only Plan (POP). Webber stated on an annual basis the District's plan sponsor, WageWorks, Inc., will provide an update to the POP for the upcoming year to keep the District in compliance with the latest IRS rules and health care reform changes.

The POP is a great way for employees to save taxes. By utilizing the POP, employees save an average of 30% on insurance premiums they share through payroll deductions. Additionally, the POP saves the District FICA taxes since the gross payroll is reduced before employer FICA taxes are applied.

Webber added since the District sponsors a Section 125 plan, failure to comply with the IRS rules puts the District at risk for substantial tax liabilities and penalties. Without a plan document (amended to comply with recent legislative and agency changes), or if the plan fails the annual non-discrimination tests, the District would be forced to repay employer and employee tax savings, plus penalties and interest. The District would also incur the expense of issuing corrected W-2 forms to affected employees.

Staff recommended adoption of the 2019 Amended and Restated Section 125 Premium Only Plan document.

MOTION by Cohen and seconded by Venouziou to adopt the 2019 Amended and Restated Section 125 Premium Only Plan document.

President Hohnke requested a roll call.

Upon a roll being called:

AYES: Cohen, Hohnke, Mahoney, Venouziou

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

1.b. Webber continued his report with an action item regarding the Proposal to Provide Professional Auditing Services. Webber stated Sikich, LLP has been providing auditing services to the District since Fiscal Year ended April 30, 2010. Over the past eight (8) plus years the District has experienced high quality work, an excellent working relationship and has been able to rely on Sikich for technical assistance as needed. The audit is conducted in a professional manner with a high regard to timeliness and with the goal to ensure the District qualifies for the Annual GFOA Certificate of Excellence which we have done for the past eight (8) years with Sikich as our partner. Sikich seeks to provide practical and constructive recommendations for improvement which will best serve the needs of the District. Additionally, District employees are able to participate in webinars and training courses to continue to strengthen their skills at no additional cost throughout the year. Any changes in financial reporting or accounting standards are implemented by Sikich who then provide proper direction to the District.

Webber noted Staff has held multiple conversations about converting from a Fiscal Year to a Calendar Year end. Undertaking that process is complex, time consuming, and will require the District's auditors to help the District navigate any issues. Staff feels strongly that having an auditor in place that is both responsive and that can be relied on to help navigate any pitfalls and for overall guidance is essential to any such conversion.

Webber added the proposal received proposes fees for both a five-year and a three-year engagement. The proposal provided assumes a conversion in 2020 to a calendar year per initial staff discussion. Staff feels a three-year engagement would serve the best interests of the District as it would take us through the conversion year with a partner we can rely on to help navigate any issues but also allow a reevaluation at that time if the District was unhappy in any way.

Webber stated as is noted above, in 2018, the District paid \$19,785 for auditing services. In 2019, the District would pay the \$19,795 as well as a one-time fee of \$1,500 for implementation of GASB 75 (Accounting for Postemployment Benefits other than Pensions) for a total cost of \$21,295. Single Audit and GAGAS Opinion fees are included in the event the District was to expend above a dollar threshold which would trigger a grant specific audit.

Please note, in the event the District does not convert to a calendar year, the 12/31/2020 fee would apply to April 30, 2021.

Staff recommended Board authorization to accept a proposal for professional audit services from Sikich, LLP for the following three audit years not to exceed the fees as proposed in the proposal dated November 9, 2018.

MOTION by Cohen and seconded by Mahoney to accept a proposal for professional audit services from Sikich, LLP dated November 9, 2018, for the following three audit years not to exceed the fees as proposed.

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

Webber continued his report stating in August, 2018 the Board was informed of fraudulent activity attached to the District's payroll bank account where eight (8) checks were cashed by persons of unknown origins in other states. At the time staff closed the bank account and opened a new payroll account hoping this would mitigate chances of this occurring again. Then in October the District's checking account had the same issue occur. In all instances staff caught the fraudulent transaction and BMO made the District whole. After the first incident occurred staff met with the District's BMO Harris representative and suggested moving the payroll and checking accounts to an Online Business Banking platform and adding the Positive Pay function protection service.

Webber noted the Positive Pay function is a cash-management service that is used to help stop fraudulent activity. Every debit to the bank account is matched to a list of checks/ach that staff has submitted online. In the event there is any discrepancy – amount, date, payee, etc. staff receives an email from BMO notifying authorized staff of such discrepancy. Upon being flagged by BMO, staff has to log in and either allow the payment to go through or to return the payment unpaid. The cost to the District will be approximately \$140-150 per month based on the volume submitted. Staff feels that is a small price to pay to ensure that the District's funds are being kept safe.

Adams added all fraudulent withdrawals were recouped by the District.

Webber continued stating the November, 2018 financial report which is the seventh (7th) month of the District's Fiscal Year is included in the Board packet. The budgeted expenses are still within budgetary levels as the District is 58% through the Fiscal Year on a straight-line basis.

Webber noted the District has collected and received \$6,768,105 or 99.13% of the Tax Levy. There are a few more distribution dates scheduled in December that should bring the total collections near 100%.

Webber mentioned staff will be hosting the District's Annual Job Fair on two separate dates this year – Saturday, January 5th from 1 – 4 pm at the ARC and Thursday, March 14th at Village Greens. The hope is by splitting the dates we can capture the college age students that are home over winter and Spring break.

Webber added open enrollment has been completed for 40 full-time employees and turned into PDRMA by the 11/20/18 deadline. Staff is currently gathering information from other Park District's for a comp time policy or procedure – hope to have a draft for the January meeting.

Webber concluded his report stating the IT project migration from the old hosts to the new host servers and the SAN is complete. As of November 26th the District is fully running on the new equipment. Webber reported that the overall project was completed under budget by \$11,911.

Planning

2.a. Jenny Knitter began the Planning, Development & Natural Resource Management (PDNRM) report with an action item regarding the Cypress Cove Filter System Renovation Project – Phase 1, ACRP #18-07c-02. Knitter stated this project was bid in August 2018 and resulted in bids being over budget. After consulting with the District's engineer, the engineer felt that rebidding at a better time of year may result in better bid costs.

Knitter noted this is Phase 1 of the renovation with focus on the demolition of the plunge pool and lap pool filters and all associated piping and valves and replacement with new filtration equipment as specified by our Aquatic engineer (filtrex filter, air compressor, air dryer, strainer screen, plunge pool/lap pool pump impeller, and all gauges and sensors).

The schedule for work is noted below:

- Authorization to Bid December 11, 2018
- Bid Let January 16, 2019
- Bid Opening February 6, 2019
- Board Recommendation/Contract Approval February 19, 2019
- Construction Starts September, 2019
- Substantial Completion April, 2020

Staff requested Board authorization to re-bid the Cypress Cove Filter System Renovation Project – Phase 1, ACRP#18-07c-02.

MOTION by Mahoney and seconded by Venouziou to authorize staff to re-bid the Cypress Cove Filter System Renovation Project – Phase 1, ACRP#18-07c-02.

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

2.b. Knitter's next action item was regarding the 2018/19 Natural Areas High Risk Tree Removal Project, MSP #18-10c-02. Knitter stated the work will include removal of dead and high risk trees along pathways and near adjacent resident homes at Lake Carleton, Boundary Hill Woods, 63rd Street, Summerhill, Seven Bridges, Westminster Parks, and Water Tower Reserve Outlot A. The specifications vary from other tree removals as each of these removals occur in natural areas and require flush cutting of stumps to remain in place.

The schedule for work is noted below:

- Authorization to Bid December 11, 2018
- Bid Let December 12, 2018
- Bid Opening January 8, 2019
- Board Recommendation/Contract Approval January 15, 2019
- Construction Starts January 21, 2019
- Substantial Completion April 26, 2019

Staff requested Board authorization to bid the 2018/19 Natural Areas High Risk Tree Removal Project, MSP #18-10c-02.

Commissioner Mahoney asked how this work is quoted. Knitter responded each site is priced out separately based on the number of trees tagged at each site, and the size of the trees.

MOTION by Cohen and seconded by Mahoney to authorize staff to bid the 2018/19 Natural Areas High Risk Tree Removal Project, MSP #18-10c-02.

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

2.c. Knitter continued with her next action item seeking approval for the Lake Harriet Improvement Project, Electrical Engineering Services, CA#18-09pc. Knitter stated due to the recent release of grant funds associated with Lake Harriet Improvement Project, staff requested a proposal from AMSCO Engineering (engineer who designed previous electrical Regular Board Meeting 12/11/18

needs for the fountain at this site), to provide an electrical lighting design at Lake Harriet to include lighting south and east of the pond and bridges. Staff will assess options to consider tree up-lighting and/or pedestrian walkway lighting for accent lighting and improved visibility/security at this site.

The electrical engineering scope of work includes the following:

- design of electrical lighting systems throughout the park
- provide an estimate of probable cost
- provide electrical specifications and drawings for bid
- evaluate bids and provide a recommendation
- review shop drawings
- conduct construction observation
- provide a final punch list at completion of constructed work

Staff recommended the Board accept AMSCO Engineering’s proposal dated December 7, 2018, in the amount of \$6,500.00 for the Lake Harriet Improvement Project, Electrical Engineering Services, CA#18-09pc.

MOTION by Mahoney and seconded by Cohen to accept AMSCO Engineering’s proposal dated December 7, 2018, in the amount of \$6,500.00 for the Lake Harriet Improvement Project, Electrical Engineering Services, CA#18-09pc.

AYES: Cohen, Hohnke, Mahoney, Venouziou

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

2.d. Knitter’s next action item sought Board consideration to approve the low qualified bidder regarding the 2018/19 Woody Invasive Species Removal Project, MSP#18-13c. Knitter stated as part of the District’s ongoing maintenance of natural areas, staff requests permission to seek bids to remove invasive woody species from several park properties. The contract base bid will include removals at Timbers Edge (Phase 2 – north of the proposed park development) and Duke Street Outlot. Staff also requested two alternate bids to include removals at Falconridge Park and Lake Harriet (corner by Nadelhoffer Ct.). Project schedule is as follows:

- Construction Starts December 17, 2018
- Substantial Completion of Removals March 29, 2019
- Substantial Completion of Treatment of Re-sprouts June 28, 2019

<u>Contractor</u>	<u>Contract Base Bid Total</u>	<u>Alt. Bid #1</u>	<u>Alt. Bid #2</u>
ENCAP, Inc.	\$16,650	\$4,200	\$4,200
Homer Tree Service	\$20,000	\$5,300	\$5,300
Cardno, Inc.	\$28,414	\$5,084	\$9,909
Graff Tree Care, Inc.	\$30,720	\$3,840	\$15,360
Pizzo & Associates	\$32,312	\$5,525	\$9,219
McGinty Brothers, Inc.	\$58,225	\$11,515	\$7,200

Knitter noted last year, the exact same contractor, ENCAP, Inc., completed Woody Invasive Removals including Lake Carleton Complex, Water tower Reserve, Pond 54, Summerhill/ 63rd Street and Seven Bridges Parks. They completed the work to Staff’s expectations and approval.

Staff recommended the Board accept ENCAP, Inc. as the low qualified bidder and approve a contract in the amount of \$25,050.00, which includes accepting the contract base bid and alternates 1 and 2, for the 2018/19 Woody Invasive Species Removal Project, MSP#18-13c.

MOTION by Cohen and seconded by Mahoney to accept ENCAP, Inc. as the low qualified bidder and approve a contract in the amount of \$25,050.00, which includes accepting the contract base bid and alternates 1 and 2, for the 2018/19 Woody Invasive Species Removal Project, MSP#18-13c.

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

2.e. Knitter's final action item was regarding the Maintenance Facility Interior Office Improvements Project, CDP #18-04c. Knitter stated this month, staff bid the Maintenance Facility Interior Office Improvement Project which includes the following additions:

- Cabinetry for computer stations, 3 high microwave tower, overhead projector, screen and speakers to the lunchroom area
- Cabinetry and mailboxes to the hallway
- Cabinetry, counters, lateral files, and mailboxes in offices
- Eliminating interior office doorway openings between offices to maximize counter and usable space
- New vinyl flooring throughout

Knitter stated staff sent the notice to bid to seven (7) contractors. There were eight (8) plan holders who received bid documents, and of them, three (3) were plan rooms and five (5) were contractors. Bids were opened on Wednesday, December 5th, at 10 a.m. as follows:

Contractor Proposal Submitted

- Hargrave Builders, Inc. \$85,345.00

Staff has worked with Hargraves Builders several times as part of the ARC, ARC Expansion, and ARC Shelter Projects successfully. Based on receiving only one bid and that bid being over budget, staff recommended the Board reject the submitted bid for the Maintenance Facility Interior Office Improvements Project, CDP #18-04c, due to lack of multiple bids being submitted and the project being over budget.

MOTION by Venouziou and seconded by Mahoney to reject the submitted bid for the Maintenance Facility Interior Office Improvements Project, CDP #18-04c, due to lack of multiple bids being submitted and the project being over budget.

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

Staff recommended Board authorization to re-bid the Maintenance Facility Interior Office Improvements Project, CDP #18-04c.

MOTION by Cohen and seconded by Mahoney to re-bid the Maintenance Facility Interior Office Improvements Project, CDP #18-04c.

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

PDNRM Information:

Knitter continued her report stating the final occupancy permit for the ARC was received this month from the Village.

Knitter noted on Wednesday, December 12th, staff along with Woodridge School District #68 will meet with Contractor Earthwerks to discuss the opportunity to provide 20,000cy of clean fill, grade, and conduct all associated clearing related to the proposed Sled hill in Town Center as well as provide clean fill for the proposed construction of the Jefferson Jr. High Athletic Complex Development. This work is being discussed as a project that would be zero cost to the Districts. This benefits the Contractor by having a site in which he can deliver a large amount of clean fill locally rather than pay for legal disposal costs at a landfill. Further discussions are warranted to finalize a proposed construction access route to the sites and project schedule.

Knitter mentioned earlier this fall staff was made aware of a playground funding initiative being offered in 2019. The program is being promoted and funded by IPRA in partnership with playground manufacturer GameTime and their parent company Playcore. The program will provide up to \$2 million in matching funds through the form of purchase discounts to support the development of Nation Demonstration Playground Sites across Illinois. Planning staff attended a professional development training event on November 29th to gather more information about the program and its objectives. The application process consists of an essay, due January 4th, describing the community's playground needs and expected outcomes; and awardees will be announced at the 2019 IAPD/IPRA Conference in Chicago. Planning staff intends to pursue the funding initiative, and the request will be with the intention of developing a playground as a National Demonstration Site as both a Nature Ground and a Pathway for Play. Because of the natural characteristics of the site staff would seek to incorporate nature and the landscape into the playground design concept. Staff would also need to design a playground that expands the playable area beyond the standard playground boundary's with areas of play or play-pods located along the pathway connecting the existing Ide's Grove West playground area with the new Timbers Edge park site.

Knitter stated in October staff issued a notice to proceed with the survey and wetland delineation work for the Timbers Edge Park – Topographic Survey Project, CA#18-08pc. V3 delivered the completed survey November 13th on schedule. Currently they have had to delay the wetland field verification originally scheduled with Village staff for November 26th. The field verification will be rescheduled in December as conditions allow.

Knitter added due to the early snow covered conditions and cold temperatures, burning will be postponed until spring 2019 for the 2018/19 Prescribed Burns, MSP #18-11pc.

Knitter stated Tree removal work for the Triangle Park Restoration Project, CDP#18-01pc, has been delayed due to the lack of ComEd's signed access agreement. Removals were tentatively planned for November 30th (which is now delayed) and excavation is expected to begin the week of December 8th (but may also be delayed if this agreement is not provided soon). Staff reported the District officially received the signed ComEd Access Agreement on December 7th. An updated schedule will be provided shortly by the Contractor V3.

Knitter added approval of local funding assessment discussions continue with the grant administrators from IEPA 319 Grant and the CDBG-DR Grant regarding the Triangle Park Stormwater Improvement Project. She added she is still in discussions with Grant Administrators regarding final funding commitments.

Knitter reported on the status of the 83rd Street Park Development Project, CDP#18-03c-01 project. WPD staff completed the removal of invasive plant material along the north perimeter of the construction site to allow the contractor to complete silt fence installation and layout of the proposed concrete walks. In the weeks that followed the contractor removed designated trees, excavated and framed for walks and began the installation of the drainage system. Following a nearly week long delay caused by the November 25th snow storm the contractor resumed work with the pouring of sections of concrete flatwork on November 29th-30th. The contractor is scheduled to begin installing the spread footings for the park shelter the week of December 3rd. We anticipate cold weather and site conditions significantly slowing construction progress as we move into December. Knitter added staff received and approved final engineering drawings for the dugouts and shelter and both are estimated to be shipped the week of 12/12 to the General Contractor at the park site.

Knitter concluded her report by reviewing the Natural Resource Management & Landscape – Project Updates. Knitter noted this month our Natural Resource Manager and Landscape Specialist have been working as a team on many of our projects. These tasks have included Sunnydale mulching (as weather permits), landscape bed clean-ups at various

parks, and brush removals at 83rd street Park. Due to the early snow and high winds, both staff have been responding to various tree calls and conducting snow removal.

The Natural Resource Manager has taken the lead with reviewing and answering questions related to the invasive removal bid and coordinated issuance of addendum, as well.

Golf Course

Brandon Evans began his report stating Village Greens hosted 165 rounds in November, and will likely finish the year with 28,735 rounds played.

Evans continued his report reviewing the following summary of 2018 operational projections and a preview of 2019 season.

Executive Summary

Evans reported 2018 has proven to be the most challenging year of golf course operations since the Park District assumed management in 1995. A combination of factors has led to a drastic decline in revenues this season which require decisions in terms of operational strategy and capital funding going forward.

Evans noted when the fiscal year 2018-2019 concludes, Village Greens is estimated to post a net loss of approximately \$200,000 - \$250,000. If so, we will use the entirety of the fund balance reserves in the Golf Course's Capital Development and Capital Replacement Programs to fund the estimated loss.

Evans added rounds and revenues were down dramatically due to an unusual amount of weather related events which forced course closures, riding car restrictions, and poor course conditions. While we anticipate a certain number of these events each year, in 2018 the course experienced 18 days of course closures, 31 days without riding carts, a rare turf disease and vandalism to the turf on several greens that collectively affected our ability to operate as planned. Numerous league dates and golf outings were cancelled and/or affected and open play was down substantially.

Evans mentioned while the decline YTD will be greater than the mean, nearly every course in Chicago experienced a downturn this season. Despite final numbers not yet being available, most courses we have surveyed thought they will be down anywhere from 2% to 12% in rounds and revenue this season. The golf industry is not homogenous and each property has unique characteristics, so individual course results may vary.

Evans noted throughout the year, we have previewed and documented this reality, and tried to minimize the losses as best we could. However, we had several unexpected expenses throughout the year (HVAC, Drainage Line Inspection, golf course restoration, etc.) that impacted the course significantly.

Evans added the golf industry and Village Greens specifically faces challenges moving forward. However, staff remains confident in the Course's ability to provide a quality playing experience as well as our ability to remain fiscally responsible and profitable for many years to come.

Evans stated however, because the Course's reserves will be depleted, and taking into account several short-term Capital needs, the Golf Course fund is in a position of seeking financing alternatives in order to initiate these critical projects. Accordingly, we will need to weigh the Course's ability to repay interfund borrowing or alternate financing for those capital projects as well as determine and appropriate repayment timeframe. Factoring into those decisions is the longevity of the intergovernmental lease of the course with the Village of Woodridge. It may benefit the Course's operation to extend the term of the lease agreement (currently 19 years remaining) in order to recoup the investment the Course may incur for some of the large capital project costs that are vital to the long-term viability of the course, but may not be feasible with a shorter payback period.

Evans noted finally, should the course continue to struggle financially over the next several years, the District will need to develop contingency plans and seek public input to determine the value of Village Greens on the quality of life for residents of the Woodridge community.

Village Greens – Past Performance

Evans stated it's important to note that Village Greens has a history of being fiscally responsible. For the past twenty-two (22) years, the course has generated enough revenue and kept expenses under control to not only support operations, but also to invest in the long-term capital needs of the course without taxpayer support. Additionally, over \$1MM was redirected from golf operations to other Park District and Village funds in the early years per the terms of the original Intergovernmental Agreement (1997). In hindsight, having those funds as a capital reserve today would have insulated the Course further from the current year's losses, and/or have allowed the Course to invest in revenue generating projects over the years (patio improvements, etc.).

Evans added that's not to say that operating the course hasn't been without challenges. As many as 2/3 of all public golf courses around the country are believed to operate at a deficit (National Golf Foundation). Over the past five years, a nationwide decline in golf participation is dragging on the industry. The aging golfing population has also shifted their playing and spending habits which has led to increased pricing competition. Locally, more of Village Greens customers are giving up the game altogether as they increasingly spend time with kids and/or grandkids, or they are moving out of state altogether when they enter retirement.

Evans noted as recently as five (5) years ago, the Course had a reserve capital fund balance in excess of \$700,000. In that time, the Course used that fund balance to fund the irrigation pump house replacement (app. \$500,000), update the interior of the clubhouse (app. \$125,000), install driving range netting (app. \$40,000), replace perimeter and maintenance yard fencing (app. \$40,000), resurface the parking lot (app. \$130,000), and repair/add cart paths (app. \$75,000).

Evans mentioned the course has operated without debt payments for five (5) years, and the Course's only capital obligation is a \$33,000 yearly golf cart lease payment for the next four (4) years.

Market Competition

Evans stated while other courses haven't provided hard numbers to date, nearly all we have spoken to are at best even with last years' rounds and revenue totals, and at worst down 12%. The variance can be explained in baseline numbers (some courses are already at lower levels of play, so weather doesn't affect them as much as compared to Village Greens), micro weather patterns (the Chicago area generally saw more rain further north this year, while courses further south remained drier), course design/construction (Village Greens takes longer to dry out than other courses, so even some of our 'playable weather days' are impacted by closures, the inability to get golf carts on the course, or poorer conditions than our competition), and customer profiles (we have several leagues which benefit us in good years, but leave large gaps in the tee sheet when weather or the threat of weather forces a cancellation).

Evans noted it's generally accepted knowledge that the Chicago golf market is oversaturated, and the reduction in the course operators in our market are considering exit strategies, which may reset the number of golfers and rounds played has outpaced the number of course closures. We have heard rumors that some course operators in our market are considering exit strategies, which may reset the supply/demand ratio somewhat in the coming years.

Capital priorities

Evans stated the Village Greens current ten (10) year Capital Replacement Program has a 'reserve' of \$175,000 and calls for a cumulative investment of \$900,000 over the next ten (10) years (\$90,000 per year). Over the past twenty-one (21) years, the Course has maintained an average Capital Replacement investment of approximately \$150,000 per year. Unfortunately, projections for the current fiscal year show that the Course may need to use the full fund balance reserve in both the Capital Development (\$80,000) and Capital Replacement Programs to cover operational deficits for 2018-2019. With reserves expected to be depleted, the Course will need to explore financing options in order to initiate those projects.

Short Term – Capital Needs (1-2 years)

Evans mentioned the golf course has several short term Capital needs that are critical in order to maintain normal operations. This would include the aforementioned annual golf cart lease (\$35,000), a sand trap rake machine (\$20,000),

a greens mower (\$30,000), a sprayer (\$30,000), a patio tent (\$15,000) and a refrigerator/freezer unit for the kitchen (\$25,000).

Evans added with the Capital Replacement Program depleted, the Course may need access to approximately \$155,000 of funds in the fiscal year 2019-2020. We project this to be a worst case scenario, as only the golf cart lease is the only financial obligation and the other capital projects/purchases would be executed only if and when the machine/unit is no longer functional.

Long Term – Capital Needs

Evans stated in 2018, the Course contracted an inspection of the main stormwater sewer line that transects the golf course from pond #14 to pond #5. The sewer line was found to have several deteriorating structural defects based on the fact that the line is 60 years old. What is unknown at this time is the extent and methods of repairs that need to be done to that line in order to regain optimal functionality. In 2019, the Course will contract for engineering services to review the inspection results and provide remedy options and pricing. The repair/replacement of that line is likely to result in a significant expense that will need to be financed.

Evans noted while we are aware the constant long-term investment in the course is necessary, we have no projects that are critical at this point. As such, Evans stated he anticipates being able to rebuild the Course's fund balance capital reserves and further assess course operations before having to initiate large capital projects. Evans summarized the following capital projects:

Evans mentioned in focus groups conducted in 1999, the top priority of our golfers was improving bunker drainage/renovation. When a consultant was hired in 2012 to further survey golfer perceptions and desires, the same deficiencies were noted. While we have renovated a handful of bunkers, including one this year, the condition of those areas of the course continue to be the most negatively viewed aspect of the Course operation. Since 1999, only ten (10) of our forty-one (41) bunkers have been renovated and drainage installed.

Evans added we have architectural drawings completed for patio and clubhouse repurposing improvements should the Course/District deem those projects to be beneficial.

Evans stated we also have renderings and projections to replace the remaining aspects of the irrigation system and change it from a single row to a double row system.

Evans noted the golf course maintenance building is aging, but a replacement isn't imminent.

Evans stated the clubhouse roof will need to be replaced in the next 10-15 years.

Conclusions/Recommendations

Evans stated the golf course had the worst year of operations (financially) in the past 22 years due to a combination of weather events and changing consumer behavior. The results will deplete existing capital reserves.

Evans added Village Greens will likely need access to \$155K in order to fund immediate Capital needs in the next 1-2 years. Should the course return to 'normal' operations and profitability as we anticipate, the course should be able to repay those borrowed funds quickly.

Evans mentioned reestablishing a fund reserve may take 4-5 years.

Evans concluded the repair/ replacement of the main drainage line is likely to represent a significant expense that will require a longer payback timeframe. In order to justify this and other long-term Golf projects, the District may need to amend the intergovernmental agreement to extend the term of the lease in order to justify a longer return on investment.

Adams asked the Board for feedback on a 5 year plan, regarding the future golf course investments for Capital Development.

After some discussion, the Board was in agreement to move forward in proposing a five year capital plan potentially funded by District capital funds. Adams stated this will be addressed to present recommendations during the annual fiscal year strategic planning and budget process.

Recreation

Don Ritter began his report seeking Board feedback on the following Customer Service Staffing adjustments. Ritter stated the Customer Service Department has experienced a high staff turnover rate in 2018. The constant turnover has required the District to hire seven (7) new employees this year, at a cost of approximately \$2,000 per employee (\$14,000 for the year) for staff training. One of the reasons staff leaves is for another job that offers more hours. The District currently has four (4) core customer service staff members that are IMRF eligible positions based on the higher number of hours they work and nine (9) non-IMRF positions. Staff recommended by increasing the core customer service staff to six (6) employees and reducing non-IMRF staff to seven (7), it gives the District the opportunity to offer additional hours to the core positions, which in turn would hopefully decrease the turnover rate and increase buy-in from staff. The additional positions would also give staff the potential "stepping stone" opportunity to advance within the customer service department. Staff estimates the additional IMRF annual expense to be approximately \$4,000. The two positions would also give the Customer Service Supervisor flexibility in scheduling to cover vacations and time-off requests.

Ritter added one additional staff request is to not offer registration on Sundays at the ARC. The amount of program registration accepted on Sundays is minimal and it would allow us to not require a core staff member to work the front desk consequently saving labor expense. The front desk would still have one person working to answer the phone, greet members and answer any questions from the public. The new schedule and positions would be effective February 1, 2019. Staff seeks Board feedback prior to finalizing.

After some discussion, the Board agreed to move forward with both suggestions, as noted above and monitor accordingly.

Ritter continued his report stating staff is close to finalizing the first draft of the WAA Affiliate Agreement. The intent of the agreement is to formally structure the responsibilities, requirements and expectations of both the Park District as the permitting agency and owner of the parks/athletic facilities and the Woodridge Athletic Association as an organized user of District owned and managed athletic facilities. Included in the agreement, but not limited to, will be ballfield maintenance, communication, capital improvements, training requirements, field scheduling procedures and background check requirements. One recommendation that will be added to the agreement is a per participant fee that WAA will compensate the Park District for each year to help offset ballfield maintenance and direct costs. Once the draft is completed, staff will seek feedback from both the legal counsel and Park Board prior to finalizing.

Ritter mentioned during the Thanksgiving weekend, the ARC hosted the Thanksgiving Shootout Basketball Tournament with 38 teams participating, up from last year's total of 18 teams. Divisions ranged from 4th -8th grade boys and 5th -6th grade girls. Woodridge had two teams represented with the Boys 4th grade travel team taking 2nd place. The tournament took in over \$11,000 in revenue, with \$2,000 from admissions, \$2,000 from concessions and over \$7,000 in team entry fees.

Ritter added the 3-Day Thanksgiving Basketball Camp had 14 participants and was taught by Denise McCance, the Head Women's Basketball Coach at the College of DuPage.

Ritter noted the Future Pros Soccer Thanksgiving Break Skills Camp was held November 19th-21st with 13 players participating.

Ritter mentioned Early Bird Registration for the spring WSA season is scheduled for January 12th, 16th and 19th at the ARC.

Ritter noted the annual Golden Years Holiday Celebration is scheduled for December 13th at Seven Bridges Golf Club.

Ritter stated staff is working on an obstacle course event to be held on May 20th at Hawthorne Hill Woods. This one mile run called "Kids Thrill at the Hill" will be held for kids ages 7-14 and will utilize the trails within the woods.

Ritter added the letters for our annual Santa's Nice List program were sent out the week of December 10th. There must have been a lot of good/nice children this year with registration currently at 81, up from last year's 34!!

Ritter mentioned the Winter Wonder Camp will be held December 26th – 28th and January 2nd – 4th at the ARC.

Ritter stated our Santa's Bedtime Stories event will be held on December 16th at the Community Center with 80 kids currently registered. This annual program is always a big holiday hit with our families!

Ritter noted November offered three trips for our seniors and two of them sold out. The Wine & Shopping Tour at Starved Rock and the Waterleaf Luncheon at COD were both sell outs. The Wizard of Oz show at Paramount Theatre had 13 registrants.

Ritter added a nice article and picture of our "Crafting For A Cause" group appeared in November's issue of the Woodridge VFW Post 1578 newsletter showing the hats that were made for them that were sent to "Warmth for Warriors" for our troops overseas.

ARC

Ritter stated the ARC Facility Rental income for the Turf Field and Gymnasium combined brought in \$17,857 for the month of November, for a yearly total of \$80,473.

Ritter concluded his report stating the monthly Membership Sales Report for (January 2018 – November 2018) is included in the Board Packet.

Aquatics

Julie Rhodes began her report stating returning invitations to 2018 Aquatic Seasonal Staff were mailed out on November 30th.

Rhodes noted applications for employment for Cypress Cove will be available beginning January 2, 2019 at the Athletic Recreation Center, Community Center as well as online at both www.woodridgeparks.org and www.cypresscove.org. Interviews will begin in March coinciding with local school districts' Spring Breaks and various other days off. Deadline for accepting applications will be March 2, 2019.

Rhodes concluded her report stating the Aquatic Department is currently working on the 2019/20 Aquatic Budget, the 2019 Fee Schedule, and the Three Year Projected Budget. Expected completion is end of January.

Maintenance

John Karesh began his report stating staff is completing an annual deep cleaning of the Maintenance facility.

Karesh noted all soccer goals, bleachers, trash/recycling receptacles and benches have been brought in for the winter season. All soccer goal mouths needing attention are being repaired as weather permits.

Karesh added the Holiday lights along Center Drive, the Administration Office and the ARC are in place. This process takes about two weeks to complete.

Karesh mentioned staff took delivery of the District's new One-man Lift. Crews have already used it to change light standard bulbs and ballasts at the Maintenance facility and parks. To date, the Department has trained and certified seven (7) staff to operate this piece of equipment which requires renewal every three (3) years.

Karesh stated conversion of the Toro riding mowers to snow blowers and sweepers is complete. This task requires the removal of the mowing decks and installing cabs, blowers and sweepers. The plows for the 4x4 trucks are ready to go as needed.

Karesh noted that as ice develops on ponds/lakes, crews will be removing general information signs and installing the ice safety signs in our permanent standing ice signs.

Karesh mentioned staff installed a snow fence on the soccer fields to prevent damage to the fields from off season play (e.g. Turkey Bowls). This has been a successful practice to minimize turf damage while the turf is dormant and minimizes springtime preparation/restoration.

Karesh added staff is working with various departments on the planning needs for the Maintenance Facility office space improvements. These include but are not limited to cabinetry, flooring, logistics, lunchroom tables & chairs and data stations.

Karesh mentioned on December 19th Glenn Hussey, Park Maintenance Supervisor, will be celebrating sixteen (16) years of service with the Woodridge Park District.

Karesh concluded his report stating on November 16th he and Glenn attended the PDRMA Risk Management Institute. This all day educational risk management training workshop provided the opportunity to learn about the importance of job preparation and some of the latest safety standards OSHA has put out.

Marketing & Public Relations

Megan Pettit began her report stating the Marketing & Public Relations (M&PR) Department is assisting the Fitness Manager in promoting the December fitness specials for both current members and new members, as well as a fun social media campaign. Staff designed and ordered a five (5') foot elf for ARC members to take selfies with while they are at the ARC. This is in conjunction with the "Get Yourself off the Shelf" campaign which promotes healthy activities and behaviors for the month of December. Members who post their elf selfies on Facebook and Instagram will be entered into a weekly drawing for an Amazon gift card.

Pettit noted the M&PR Department "claimed" the business profiles for the ARC, Cypress Cove and the Woodridge Park District on the social network, Nextdoor. This website is segmented by neighborhoods and allows neighbors to talk and share information about services and events in their area. By claiming the business page, we are able to view and respond to people's post about the Park District, ARC and Cypress Cove. Staff is also investigating the cost of advertising on the site.

Pettit mentioned the Winter/Spring Activity Guide will be delivered beginning Friday, December 7th through Monday, December 10th. On Wednesday, December 5th, the digital version of the guide will be available on our website and patrons will be able to view programs online (but not register).

Pettit concluded her report stating we are going to kick off the 50th Anniversary celebration with a Flashback Friday social media campaign. Every Friday in 2019 we will post an old photo to the Woodridge Park District Facebook and Instagram pages.

Safety Committee

Rhodes stated the December Safety Briefs were emailed to the staff on December 1, 2018.

Rhodes concluded her report by reviewing the Accident/Incident Report for November 2018.

CONSENT AGENDA

MOTION by Mahoney and seconded by Venouziou to approve Consent Agenda Items 1 for approval of minutes and Agenda Items 2 through 5 for Vendor Payment and Payroll Ratification for a total amount of \$698,134.76.

1. Regular Board Meeting Minutes November 13, 2018
2. Vendor Payment & Payroll Ratification Report (11/9/18-12/6/18)..... \$698,134.76
3. V3 Companies, Ltd. – Timbers Edge/Ide's West Park – Surveying Services, CA#18-08pc, Payout #1 ... \$3,700.00

4. V3 Companies, Ltd. – Timbers Edge/Ide’s West Park – Surveying Services, CA#18-08pc, Payout #2 ...\$5,800.00
5. V3 Companies, Ltd. – 83rd Street Park – Eng. Services, CA#18-07pc, Payout #3 \$1,519.11

President Hohnke requested a roll call.

Upon a roll being called

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

DIRECTOR’S REPORT

1.a. Adams began his report with an action item seeking approval of Resolution No.18-19, a Resolution Authorizing the Secretary of the Board of Commissioners to Make Certain Closed Session Meeting Minutes Available for Public Inspection.

Adams noted that per the Illinois Compiled Statues, the Board is required to review closed session minutes twice per year. Typically, the Park Board reviews closed session minutes in June and December. This resolution identifies the closed session minutes authorized or not authorized by the Board for public inspection. No closed sessions occurred since June 2018.

Staff recommended the Board approve Resolution No. 18-19, a Resolution Authorizing the Secretary of the Board of Commissioners to Make Certain Closed Session Meeting Minutes Available for Public Inspection.

MOTION by Cohen and seconded by Mahoney to approve Resolution No. 18-19, as noted.

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

1.b. Adams next action item seeking approval is Resolution No. 18-20, a Resolution Regarding the Destruction of Verbatim Records of Certain Closed Session Meetings.

Adams stated that per the Open Meetings Act of the Illinois Compiled Statues, the Board may destroy verbatim recordings eighteen (18) months after completion of the meeting. The closed session minutes of January 10, 2017, April 11, 2017 and May 9, 2017 were previously approved per Resolution No. 18-21 and are not subject to any administrative or judicial proceeding.

Staff recommended the Board approve Resolution No. 18-20, a Resolution Regarding the Destruction of Verbatim Records of Certain Closed Meetings.

MOTION by Cohen and seconded by Mahoney to approve Resolution No. 18-20, a Resolution Regarding the Destruction of Verbatim Records of Certain Closed Meetings.

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

1.c. Adams next action item seeking approval was Ordinance No. 18-19, an Ordinance Levying and Assessing Taxes of Woodridge Park District, DuPage and Will Counties, Illinois for Tax Year 2018 for Calendar Year January 1, 2019 Through December 31, 2019.

Adams stated the tax levy is developed by establishing District priorities, estimated FYE2020 budget needs and the constraints of the applicable State statutes (i.e., Property Tax Extension Limitation Act, Article 5 of the Park District Code, which outlines the taxing powers of the District, General Levy Authority as derived from the Illinois Code in addition to the authority granted under Article 5 of the Park District Code and the Truth in Taxation Act). The Tax Limitation Law (tax cap legislation) limits growth to the lesser of 5% or the Consumer Price Index (CPI). This limiting rate is the maximum extended tax rate for the aggregate extension (total of the levies excluding Special Recreation Association (SRA) and Bond and Interest). The formula for deriving the limiting rate is as follows: prior year levy multiplied by one plus the CPI or 5%, whichever is lower, divided by the prior year Equalized Assessed Value (EAV), less any estimated percentage increase or decrease and less a credit for estimated new construction. There are also Statutory Rate Limits that individual fund levies cannot exceed which the District does not exceed.

Adams noted the following are the necessary steps the Board must follow according to State Statutes (35 ILCS 200/18 seq.) in order to levy for property taxes each year:

1. The District must determine the amount of money, exclusive of election costs, to be raised by the property tax at least 20 days prior to adopting the new levy ordinance (*Completed at the November 13, 2018 Regular Board Meeting).

Adams stated the following steps depends on whether levy request exceeds previous year's levy by 105%. Based on the proposed 2018 levy request and ordinance, the levy will not be greater than 105% of the preceding year's levy and therefore requirements 2-4 listed below are not required per the Truth in Taxation Act, however the Board may still elect to receive public comment under the Agenda Item - Public Participation.

2. The District must hold an open, public hearing prior to passing a new tax levy ordinance that is estimated to be greater than 105% of the preceding year's levy / Not Required.
3. The District must provide notice of the hearing in a newspaper at least 7, but no longer than 14 days before the hearing / Not Required.
4. At the hearing, the board must explain the reasons for the proposed increase and permit individuals the opportunity to present testimony within reasonable time limits set by the board / Not Required but Public Comment Period Provided.
5. At the time the District files its tax levy ordinance with the county clerk, it must also file a certificate signed by the District's President that certifies that there has been compliance with the requirements of the act or that the act is inapplicable.

Adams noted the Woodridge Park District's equalized assessed valuation (EAV), which is the total assessed value of all taxable property within the District's legal boundaries divided by 33.333% (one third), is projected to be \$1,246,598,625. The estimated EAV is an increase of 4.91% from last year's EAV of \$1,188,220,684. The average previous three year annual EAV change was 4.53%. The EAV is based on preliminary information provided by the Lisle, Downers Grove, and DuPage Township Assessor offices. This is the fourth consecutive year the EAV is expected to increase since the 2014 Levy Year but still below the 2008 EAV peak of \$1,297,811,087.

Adams added the proposed total levy extension (property taxes) requested in the 2018 Tax Levy Ordinance is \$7,045,201 for the 2018 levy extension, which is 4.09% higher than 2017's actual levy extension of \$6,768,105. Under the tax cap, the County will limit increases in tax capped funds to the consumer price index of 2.1% plus new growth (new construction and annexations). The Park District estimates the actual total levy extension to be \$6,951,782 - an increase from the prior year of approximately 2.71%. Property taxes on average account for 57%+/- of total revenue receipts received annually.

Adams mentioned DuPage & Will Counties will finalize the actual levy extension in spring of 2019. It is important to note, that the Park District's levy extension ordinance request is purposely inflated more than the estimated actual amount to ensure the District captures all new growth (new construction and annexations). If property taxes from new growth (EAV) is not captured in the upcoming levy extension, those funds cannot be recouped in the future, which could consequently affect the tax rate and place a higher tax burden on the existing property owners of the Park District.

Adams stated based on the estimate of the assessed valuation to be finalized by the County in April 2019, the Park District estimates the tax rate to decrease from .5695 to .5577, a decrease of 1.18 cents (.0118). This estimated rate is below the District's highest tax rate of .6526 realized in 1988. The impact based on the average Woodridge home can be viewed in the table included in Board report.

Adams noted the Board and staff continue to be sensitive to the impact of any tax rate increase to the tax payers and will continue to ensure that efficiencies and operational expenditures are managed, so that, funds can be directed to maintain residents level of expectations, provide affordable essential and new recreational services, and meet current and future park and recreational needs of the community through capital investment and conformance with legal mandates.

Adams added the proposed levy increase is recommended in order to maintain the current level of services primarily due to projected inflationary costs for overall operations and to meet current demand for capital improvements. Subsequent to assessing park and recreation needs determined from results of the 2017 Community Survey, a proposed new Five Year Strategic Master Plan (Recreation Services & Capital Improvements) will guide decisions for capital projects in a strategic and fiscally responsible manner within funds generated from the levy within the statutory limits required by the Property Tax Extension Limitation Law (PTELL) (35 ILCS 245/1-1, *et seq.*). The proposed levy will fund existing debt service payment obligations such as the SD#99 (Town Center) land acquisition and Athletic Recreation Center (ARC) development, projects to be completed per the ADA Transition Plan in accordance with federally mandated American with Disabilities Act compliance, planned capital replacement expenditures in accordance with the District's Capital Replacement Program (CRP) and planned capital development projects (e.g. Timbers Edge Neighborhood Park, 83rd Street Park Site Development, Triangle Park Storm Water Improvement Project, etc.), Jefferson Jr. High School Cooperative Athletic Facility (Running Track & Synthetic Turf Soccer Field), Village Greens Golf Course Infrastructure Improvements, Lake Harriet Improvements, etc. in accordance with the District's Capital Development Program (CDP).

Adams stated the District continues to utilize sound management practices to minimize tax increases above CPI and new growth by controlling expenses, and finding alternate revenues (e.g. grants, sponsorships, donations, fees & charges, etc.). For example the District secured and received \$3.77 million in grants the past five years. Typical annual expense control practices include but are not limited to: participation in a self-insured risk management pool to reduce costs through best risk management practices, competitively bid capital projects & purchases to ensure lowest cost possible, participate in State & National cooperative purchasing programs for purchase of equipment and commodities, competitively bid utility services, implement energy conservation/green practices to reduce utility expense, install "green" equipment to further conserve energy and save on utility costs, refinance debt when applicable to take advantage of lower interest rates saving interest costs, increase employer contributions for health insurance reducing District premium costs, utilize integrated pest management program to decrease pesticide/herbicide/insecticide use & costs, decrease fertilization costs with use of free bio solids, reuse wood chips from tree/brush recycling program saving costs to purchase, convert mowed open space areas to natural vegetation no-mow areas reducing labor and equipment costs, maximize use of part-time seasonal employees rather than hiring full time employees where applicable to minimize salary and benefit expense, pursue intergovernmental agreements to share in costs or reduce duplication of services, pursue cost sharing initiatives with community organizations/associations to reduce capital costs and secure donations to fund the District's recreation program financial assistance scholarship program for those in need, improve operational labor practices/efficiencies to minimize need to hire additional staff/labor, design and utilize storm water for irrigation purposes rather than purchasing city water, maximize recycling efforts to reduce trash expense, utilize technology to improve efficiencies reducing labor costs, etc.

Adams noted the District will continue to implement strong administrative management of all budgeted expenditures and seek alternative revenues, all in an effort to stretch the tax dollar in order to meet residents' expectations in providing superior parks, facilities and affordable recreational opportunities for the Woodridge community.

Staff recommended the Board approve Ordinance No. 18-9, An Ordinance Levying and Assessing Taxes of Woodridge Park District, DuPage and Will Counties, Illinois for Tax Year 2018 for Calendar Year January 1, 2019 Through December 31, 2019.

MOTION by Venouziou and seconded by Mahoney to approve Ordinance No. 18-9, An Ordinance Levying and Assessing Taxes of Woodridge Park District, DuPage and Will Counties, Illinois for Tax Year 2018 for Calendar Year January 1, 2019 Through December 31, 2019.

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

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

1.d. Adams next item seeking Board approval was Ordinance #18-10, An Ordinance Establishing Fees and Charges for District Facilities, Services and Programs.

Adams stated in an effort to systematically review and approve fees and charges on an annual basis for District facilities, services and programs, staff recommended the Board review the current ordinance and adopt in 2018 for the 2019 calendar year.

Adams noted that fees and charges for agency & enterprise fund facilities (Aquatics and Golf Course) and programs will be reviewed and recommended for approval in accordance with the annual budget process.

Staff recommended the following revisions for 2019 Ordinance as follows:

- 83rd Street Park Picnic Rental was added to the fee schedule.
- Revised cancellation timeline procedures for park shelter permits.
- Revised cancellation timeline procedures for Outdoor Athletic Fields and ARC
- Turf/Gym rentals to 14-day notice without forfeiture of security deposit or rental fees.
- Added Inclement Weather refund procedure for park shelter permits and outdoor athletic fields.
- Added security deposit requirement \$100 for reservation of athletic fields.
- Added ARC fees to the ordinance.
- Revised start of ARC Prime Hours for Turf/Gym Rentals from 4:00 p.m. to 3:30 p.m.
- Added new fee for ARC Open Play for Adults, M-F, before 3:30 p.m.
- Revised ARC Program Room Rental fees.

Staff recommended the Board approve Ordinance No. 18-10, An Ordinance Establishing Fees and Charges for Use of District Facilities, Services, and Programs of the Woodridge Park District.

MOTION by Cohen and seconded by Mahoney to approve Ordinance No. 18-10, An Ordinance Establishing Fees and Charges for Use of District Facilities, Services, and Programs of the Woodridge Park District.

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

1.e. Adams next action item seeking approval was Ordinance No. 18-11, an Ordinance Authorizing Grant of Easement and Execution of Easement Plat (83rd Street Park).

Adams stated the new impervious area of the park improvements is 12,881 square feet, so the threshold for post-construction Best Management Practices (BMP) per Section 15-63 of the Stormwater Ordinance is met, requiring BMPs. An infiltration basin is being provided along the west limit of the improvement. A storage volume of 1,350 cubic feet is being provided which meets the ordinance requirements.

Adams noted a Post-construction Best Management Practice (PCBMP) Plat of Easement is a requirement of the DuPage County Stormwater Permit (SWP) process and per Village code.

Staff recommended the Board approve Ordinance No. 18-11, An Ordinance Authorizing Grant of Easement and Execution of Easement Plat (83rd Street Park).

MOTION by Cohen and seconded by Venouziou to approve Ordinance No. 18-11, An Ordinance Authorizing Grant of Easement and Execution of Easement Plat (83rd Street Park).

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

1.f. Adams continued with his next action item Ordinance No. 18-12, An Ordinance to Record with the DuPage County Recorder an Informational Notice on the Deed for Triangle Park.

Adams stated the District submitted the Triangle Park Stormwater Renovation Project for a Stormwater Permit (SWP) as required by the Village of Woodridge which is a Full Waiver Community per the DuPage County Stormwater Management Ordinance. Adams noted in accordance with the DuPage County Stormwater Management Ordinance, Section 15-47c, an Informational Note must be recorded to inform potential owners of the property that real estate has the presence of on-site Wetlands, Buffers, Flood Plains or PCBMPs (Post Construction Best Management Practices) with drainage areas 1 acre or greater pursuant to a Stormwater Management Certification #.

The Triangle Park project includes buffers and flood plain.

Staff recommended the Board approve Ordinance No. 18-12, A Resolution to Record with the DuPage County Recorder an Informational Notice on the Deed for Triangle Park.

MOTION by Cohen and seconded by Venouziou to approve Ordinance No. 18-12, A Resolution to Record with the DuPage County Recorder an Informational Notice on the Deed for Triangle Park.

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

1.g. Adams next action item seeking approval was Ordinance No. 18-13, An Ordinance Adopting Revisions to the Woodridge Park District Comprehensive Policies and Procedures Manual (6.2 Picnic Area & Shelter Permit Procedures – Revised & 6.3 Community Center Rental Procedures & Rules - Revised)

Adams stated with the opening of the ARC and the pending addition of 83rd Street Park, the following policies and procedures were revised:

- 6.2 Picnic Area & Shelter Permit Procedures: Added 83rd Street Park and established 100 people as the park capacity. Policy renamed and revised just to include shelter structures at Castaldo, Echo Point and 83rd Street Parks as the shelters are what people are actually renting.

Added a specific cancellation policy and made other procedural updates.

- 6.3 Community Center Rental Procedures & Rules: Policy renamed to include ARC and added ARC room rental spaces. Deleted all references to Village Greens Golf Course as the District preferred caterer. Revised cancellation policies and added policy about rental refunds when facility is closed due to inclement weather or other unforeseen circumstances.

Staff recommended the Board approve Ordinance No. 18-13, An Ordinance Adopting Revisions to the Woodridge Park District Comprehensive Policies and Procedures Manual (6.2 Picnic Area & Shelter Permit Procedures and 6.3 Community Center Rental Procedures & Rules)

MOTION by Cohen and seconded by Mahoney to approve Ordinance No. 18-13 as noted above.

AYES: Cohen, Hohnke, Mahoney, Venouziou

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

1.h. Adams final action item seeking Board approval was Acceptance of Piper Jaffray & Co. Engagement Letter to Serve as Placement Agent Regarding the Sale of 2019 Non-Referendum General Obligation Limited Tax Park Bonds.

Adams stated in accordance with Municipal Securities Rulemaking Board (MSRB) Rule G-17 the District must acknowledge and designate a placement agent providing any advice concerning the structure, timing, terms, and other similar matters concerning the issuance of contemplated debt issuances. It is important to note that an underwriter is not an independent Municipal Advisor.

Adams noted Piper Jaffray has successfully served as a Placement Agent for the District for numerous past debt issuances. Adams added Piper Jaffray represented by Eric Anderson is intimately knowledgeable of the District's operations, capital assets, long term capital projects, and financing means.

The following debt issuances are being considered for issuance in 2019:

- 1) Series 2019 General Obligation Limited Tax Park Bonds (\$885,000) – Town Centre Property Acquisition Debt Service & ARC Development 2015 Debt Certificate

Staff recommended the Board accept the Engagement Letter dated November 20, 2018 acknowledging Piper Jaffray serving as the Placement Agent for a commission fee of .5% of the gross proceeds on the sale of securities and acknowledging Disclosures Pursuant to MSRB Rule G-17 for contemplated debt issuances of \$885,000 Limited General Obligation Tax Park Bonds, Series 2019.

MOTION by Mahoney and seconded by Venouziou to accept the Engagement Letter dated November 20, 2018 acknowledging Piper Jaffray serving as the Placement Agent for a commission fee of .5% of the gross proceeds on the sale of securities and acknowledging Disclosures Pursuant to MSRB Rule G-17 for contemplated debt issuances of \$885,000 Limited General Obligation Tax Park Bonds, Series 2019.

AYES: Cohen, Hohnke, Mahoney, Venouziou

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

2. Castaldo Park Parking - Adams concluded his report stating staff has requested Village feedback to consider the possibility of adding pull-in parking along 71st Street to meet the ongoing parking demand at Castaldo Park. Adams stated due to the amount of large old oak trees, the amount of available space is very limited and since patrons already park on the right-of-way it may be an opportunity to create a designated pull-in parking lot. Adams will keep the board informed.

COMMITTEE REPORTS

SEASPAR – No Report.

JUBILEE – No Report.

PDRMA – Adams noted Glenn Hussey and John Karesh attended the PDRMA Risk Management Institute.

EX-OFFICIO REPORT

1. Plan Commission – Adams noted report is included in Board packet.
2. Chamber of Commerce – No Report
3. Affiliated Athletic Associations – No Report.

OLD BUSINESS

None.

NEW BUSINESS

Adams noted based on the timeline for strategic planning and processing, staff is tentatively looking at April 6, 2019 for the Budget Workshop Meeting. Adams asked the Board to check on their availability and respond back.

ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn was requested. MOTION by Mahoney and seconded by Venouziou to adjourn the regular Board Meeting of December 11, 2018 at 9:00 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted.



Jack Mahoney, Secretary