

WOODRIDGE PARK DISTRICT
Regular Board Meeting
February 13, 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, Duffy, Hohnke, and Mahoney. Staff present: Adams, Evans, Karesh, Knitter, Pettit, Ritter, Rhodes, Webber. Absent: Commissioner Coleman.

PUBLIC PARTICIPATION: None

PRESIDENT'S REPORT

Recognition of Staff Milestone Anniversaries

President Hohnke began his report offering congratulations to Dan Peboontom, Athletic Supervisor for (20) years of service and Amy Sears, Part Time Employee for (10) years of service with the Woodridge Park District.

President Hohnke reviewed a letter from the Conservation Foundation seeking a Membership Donation. After some discussion, the Board agreed to donate \$120.00 which is the same amount that was donated in 2017.

MOTION by Mahoney and seconded by Duffy to approve \$120 donation to the Conservation Foundation.

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

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

President Hohnke concluded his report reminding everyone that the Special Board Meeting/WPD Budget Workshop (FYE 2019 Preliminary Budget), will be held on Saturday, April 21, 2018 at 8 a.m.

STAFF REPORTS

Finance

Chris Webber began his report stating on January 23, 2018, I was informed by Finance Assistant, Mary Kasprzycki, that effective May 1, 2018 she would be retiring. In a meeting with the Executive Director, Deputy Director and I on February 6, 2018, Mary confirmed her intention to retire.

Webber noted that in order to move the Finance Department forward and after further assessment and discussion regarding the organizational structure and needs, management staff felt the department would benefit greatly by hiring an Accountant to replace the Finance Assistant position. An Accountant will bring additional technical experience and skills that the department currently lacks. The plan, if approved by the Board, would be as follows:

- Lauren Starczewski (Finance Assistant) – her focus area will primarily be payroll. She has been training with Mary for months currently in anticipation of Mary retiring or asking for a job duty change. Lauren is very task oriented which a payroll focus should be. She will assume other duties as well; however payroll processing will be her focus.
- Carrie Potts (Finance Assistant) – her focus will continue to be accounts payable. Additionally, Carrie will continue to focus on Village Greens activity and take on a few job duties that Mary has been performing.

- Accountant – The accountant will assume the majority of the current duties of the Finance Assistant is performing, as well as allow for more Balance Sheet and Income Statement analysis on a regular basis (currently done annually). Having now been here for approximately ten (10) months, I feel having a skilled accountant that can analytically review accounts monthly and help compile information for Department Heads will be a great service to the District. Additionally, the Accountant will assist with the annual audit process, develop monthly ARC financial reporting with myself and the Deputy Director, and assist in reviewing accounting procedures and update accordingly.

Webber added that an updated salary scale is included in the Board report which details the anticipated pay range for the Accountant position. Please see the Executive Director report for board action on approving the position job description and wage scale.

Webber continued his report stating the December financials are included for Board review. Webber added December marks the 8th month of the District’s Fiscal Year – all expenses are currently well under budget. This report includes charts which better illustrates year over year results by Fund. Please note when looking at the ARC Fund that revenues are understated. In speaking with the ARC Facility Manager and Deputy Director, it was brought to my attention that the turf rental account appeared to be inaccurate. While investigating, I discovered a conversion issue when the District migrated from Class to Active. I have been in contact with Active and the issue will be fixed in the short term.

Webber mentioned the template for budgeting is in place and staff has begun working on the annual budget.

Webber noted on Monday, February 5, 2018 I met with our auditors, Sikich LLP. The dates for the annual audit have been set for July when the auditors will be on site.

Webber stated the W2 information was distributed to employees of record for 2017 in January. Additional IRS reporting for 2017 is required for compliance with the Affordable Care Act. The data is currently being complied for the reporting deadline of March 2, 2018. Reporting of non-employee compensation to our accounts payable vendors on Form 1099 is complete. The IRS filing deadline for 1099s is February 28th.

Webber mentioned staff is actively soliciting for the 2018 hiring season. The District will be hosting a job fair on Saturday, March 10th from 1:00 p.m. – 4:00 p.m. at the ARC to fill open positions for the summer 2018 season. Positions are available at Cypress Cove Family Aquatic Park, Village Greens Golf Course, the ARC, the Parks Department and the Summer Camp Program. This is a great opportunity for job seekers to submit their applications and share their resumes with District staff.

Webber concluded his report stating staff has upgraded the Exchange Server from the 2007 Exchange to the 2016 Exchange. Staff has the parameters for internal email set-up for Customer Service Staff and will be finalized within the next few weeks.

Planning

2.a. Jenny Knitter began her report with an action item regarding Lake Harriet Aeration Equipment Purchase and Installation Project, CDP #17-02pc-05. Knitter stated as planned for and identified in the CDP, staff worked with ILM to finalize a recommendation to minimize the excessive algae issues throughout various lakes. The consultant indicated that Lake Harriet could be enhanced by a submersible water aeration system. Staff finalized the specifications for the purchase and installation of this type of subsurface aeration system and maintenance options and requested proposals with results as indicated below:

<u>Contractor</u>	<u>Base (P&I)</u>	<u>Annual Maint.</u>	<u>Biannual Maint.</u>
McCloud Aquatics	\$ 7,408.60	\$ 260/year	\$ 365/2 years
Solitude Lake Management	\$ 9,600.00	\$ 1,008/year	\$ 696/2 years
Clarke Aquatic Service	\$ 12,611.00	\$ 290/year	\$ 490/2 years

Integrated Lakes Management \$ 14,233.57 \$ 642.23/year \$ 489.32/2years

Knitter added Annual Maintenance of compressors on the banks includes activation/deactivation and replacement of air filters. The Biannual Maintenance of compressors on the banks includes replacement of piston cups, piston sleeves, O-rings every two years, as recommended.

Below is an estimated project timeline for the work:

Board Recommendation	Tuesday, February 13 th
Contract Approvals	Feb 14 th
Review/approval of submittals	Feb 19 th -23 rd
Order of materials	Feb 26 th
Substantial Completion	April 27, 2018

Staff recommended the Board accept McCloud Aquatic's proposal dated 01/31/18 as the low qualified bid proposal and approve a contract agreement in the amount of \$7,668.60 for the purchase, installation and 1 year of annual maintenance of the subsurface water aeration system for the Lake Harriet Aeration Equipment Purchase and Installation Project, CDP #17-02pc-05.

MOTION by Mahoney and seconded by Cohen to accept McCloud Aquatic's proposal dated 01/31/18 as the low qualified bid proposal and approve a contract agreement in the amount of \$7,668.60 for the purchase, installation and 1 year of annual maintenance of the subsurface water aeration system for the Lake Harriet Aeration Equipment Purchase and Installation Project, CDP #17-02pc-05.

AYES: Cohen, Duffy, Hohnke, Mahoney

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

Lake Harriet, Lake Carleton, and Hawthorne Hill Woods Bench Purchase/Replacement Project

Knitter continued her report stating the purchase order has been placed and is currently being fabricated. Delivery is expected in March.

Lake Harriet Pond Maintenance Project – Electrical Service Addition, CDP #17-02pc-04

Knitter noted staff submitted a building permit application to the Village of Woodridge for the electrical service on January 17th. The Village informed WPD that the permit had been approved on February 2nd. Utility Dynamics took delivery of the control cabinet the week of January 26th. The cabinet was installed on February 7th and wire was run to the future location of the pond aeration/compressor system through the conduit which had been installed in January. Utility Dynamics remaining work includes coordinating the connection of the electrical service with ComEd (Date TBD) and coordinating connection of the electrical wiring to the new pond aeration/compressor system (Spring 2018, Date TBD).

Triangle Park Restoration Project – Engineering Consultant Services, CA #17-04pc

Knitter stated staff is still waiting on notification regarding the DuPage County Fee-In Lieu Grant Funding requested in the amount of \$38,000 in late December. The District is also waiting for notification from DuPage County regarding the Water Quality Improvement Program grant in the amount of \$90,000, also submitted in late December. Staff has met with the HUD grant administrator to conduct a project kick-off meeting related to the CDBG-DR \$400,000 grant.

Knitter mentioned staff will also begin assembling bid documents this month in preparation for future bidding. These bid documents will need to be submitted to both the IEPA and HUD for their approval prior to bidding the project since both entities have awarded grants for the project.

Knitter concluded her report stating Watershed Resource Consultants have been working directly with Army Corp of Engineers related to the permitting aspect of the project as well as with Village of Woodridge. The goal is to have the permitting comments before the project goes out to bid, but this will depend on how long the permit review process takes.

Golf Course

Brandon Evans began his report stating the golf course remains closed for the season.

Evans mentioned in order to generate alternate revenue during the time the course is closed; staff hosted Pallet Night for 29 participants last month. We are hosting Paint Night this week and Plant Night next month. Both are sold out at 48 participants.

Evans noted the new GolfNow G1 POS system contract agreement was finalized with attorney, consultant and signed. Implementation schedule is being finalized and hope to 'be live' in early March.

Evans concluded his report briefly reviewing the Annual Report for Village Greens.

Recreation

Don Ritter began his report stating that Early Bird registration for WSA Spring Soccer season has concluded, but registration is still open until February 20th. There are currently 166 players enrolled which is approximately 23 players less than last year at the same time. The annual referee clinic for recertification and new referees will be held on February 17th & 18th at the Community Center.

Ritter mentioned the Adult Pickle ball Doubles League which had 6 teams in the fall now has 10 teams participating (with another 2 teams on the wait list due to registering too late). The Men's Over 40 Soccer league had 3 teams of 11 players in the fall, but now has 6 teams of 13 players each this winter season.

Ritter stated the Youth In-House Basketball League has 327 participants and 33 teams, up from last year's total of 281 players.

Ritter mentioned a new gymnastics program has been started through Sportskids and classes are now being offered at the ARC on Saturday mornings. Currently, 20 kids enrolled in the three classes offered.

Ritter noted the ARC is hosting a U11-U14 Indoor Soccer Tournament on President's Day, February 19th. Currently, 9 teams are registered, including 2 Woodridge Storm teams.

Ritter mentioned the ARC is hosting a President's Day Shootout Travel Basketball Tournament for 6th Grade & 7th Grade Boys teams. Currently, 12 teams are registered, including 1 Woodridge team.

Ritter stated Mayor Cunningham contacted the Crafting Club about donating adult hats for the homeless in Chicago. A young man from one of the Woodridge Schools was working on a backpack project which gives to the homeless and 32 hats were donated.

Ritter noted our Indoor Walking Club was scheduled to begin on January 30th, but was cancelled due to zero enrollments. The popularity of our Silver Sneakers fitness program has influenced the enrollment of the walking program.

Ritter added the Teen Job Fair will be held on February 23rd at the Westmont Park District. A class will be taught on application/resume writing, social media related to employment, and interviewing skills. All districts will have information tables with applications and information about job openings.

Ritter mentioned our annual Enchanted Ball was another huge success with 38 kids participating! Staff did a great job decorating the Community Center and coordinating fun games and activities.

Ritter reviewed the Revenue from ARC Fitness Daily Pass Sales to date (5/1/17-1/31/18) totals \$11,714. Revenue generated from the new Silver Sneakers and Prime memberships have totaled \$7,662.50.

Ritter stated the ARC web site has been updated to reflect the approved changes to the Teen Membership fee scheduled and training program. The ARC main membership page was revised to include:

- An updated enrollment fee table
- An updated membership fee table
- A “how to purchase a membership” infographic

Ritter added a new ARC teen membership page was created that lists the teen membership pricing, info about the membership, training program, etc. The teen membership page is accessible from the Fitness drop-down menu as well as the hyperlinks on the main membership page.

Ritter concluded his report offering Congratulations to Dan Peboontom who will be celebrating his 20th anniversary as the Athletic Supervisor on February 25th. Congrats Dan!

Aquatics

5a. Julie Rhodes began her report with an action item seeking Board approval of the FY2018/2019 Fee Schedule. Rhodes stated no changes are proposed for the 2018 season, and Board approval of the fee structure is necessary in order to finalize FY2018/19 budget.

Staff recommended the Board approve the FY2018/2019 Fee Schedule as presented.

MOTION by Duffy and seconded by Mahoney to approve the FY2018/19 Cypress Cove Fee Schedule as noted.

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

5.b. Jenny Knitter presented the next action item seeking Board approval the Cypress Cove – Bathhouse Water Heater Replacement Project, ACRP #18-01c.

Knitter stated bids were opened on Tuesday, February 6, 2018, at 10:00 a.m. The full results are included in the Board report and are posted on the District website. The base bid amount includes the demolition of the existing domestic water heater system and the purchase and installation of 2 new water heaters including necessary piping revisions. Alternate Bid #1 is for the addition of hot water recirculation piping to extend throughout the bathhouse so that there is not a lag time in the delivery of hot water at any shower location.

<u>Contractor Base</u>	<u>Bid Alt.</u>	<u>Bid #1</u>
Jensen’s Plumbing & Heating, Inc.	\$ 37,279.00	\$ 2,860.00
DeFranco Plumbing, Inc.	\$ 69,111.25	\$ 4,414.00

Knitter noted Jensen’s Plumbing & Heating has satisfactorily worked on multiple projects for the Woodridge Park District. Notably, they completed the Community Center HVAC improvements in 2017 and are currently working on the MAC expansion at the ARC. Staff has found the previous experiences to be positive. The contractor’s bid lists a projected completion date of March 30, 2018, well in advance of the facility’s opening date.

Knitter added staff recommends accepting the Base Bid and Alternate Bid #1 at a total cost of \$40,139. This exceeds the remaining ACRP budget line item by \$15,939. The difference will be covered from a projected \$41,000 carry forward from Fund 06 into the FY18/19 budget.

Staff recommended the Board accept Jensen's Plumbing & Heating, Inc. as the lowest responsible bidder and approve a contract in the amount of \$40,139.00 including acceptance of the Base Bid and Alternate Bid #1 for the Cypress Cove – Bathhouse Water Heater Replacement Project, ACRP #18-01c.

MOTION by Cohen and seconded by Mahoney to accept Jensen's Plumbing & Heating, Inc. as the lowest responsible bidder and approve a contract in the amount of \$40,139.00 including acceptance of the Base Bid and Alternate Bid #1 for the Cypress Cove – Bathhouse Water Heater Replacement Project, ACRP #18-01c.

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

5.c. Rhodes continued with the next action item seeking approval of Cypress Cove – Surge Tank Valves Replacement Project, ACRP #18-02c.

Rhodes stated the following proposals were received for the removal of five (5) existing gear operated pool main drain valves located in the surge tanks and furnish and install five (5) new gear operated Bray Butterfly valves (1-8", 1-10", 3-16") to replace the existing valves.

<u>Contractor</u>	<u>Bid</u>
Platinum Pool Care Aquatech, Ltd.	\$11,220.00
Maverick Pools, Inc.	\$17,750.00

Rhodes stated staff recommends accepting the proposal from Platinum Pool Care Aquatech, Ltd. in the amount of \$11,220. This exceeds the remaining ACRP budget line item by \$6,530. The difference will be covered by carrying forward the concrete repair project that was unable to be completed due to timelines into the FY2018/19 budget for Fund 07.

Staff recommended the Board accept Platinum Pool Care Aquatech, Ltd.'s proposal as the lowest responsible proposal and approve a contract in the amount of \$11,220 for the Cypress Cove – Surge Tank Valves Replacement Project, ACRP #18-02c. Cypress Cove Filtration System Renovation – Engineering Services, CA#18-01pc.

MOTION by Duffy and seconded by Mahoney to accept Platinum Pool Care Aquatech, Ltd.'s proposal as the lowest responsible proposal and approve a contract in the amount of \$11,220 for the Cypress Cove – Surge Tank Valves Replacement Project, ACRP #18-02c. Cypress Cove Filtration System Renovation – Engineering Services, CA#18-01pc.

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

5.d. Knitter continued with the next action item seeking approval, the Cypress Cove Filtration System Renovation – Engineering Services, CA#18-01pc.

Knitter stated staff recently met with Williams Architect's (WA) aquatic engineer and a pool filter contractor to complete a preliminary on-site assessment of the current filtration system to determine each filters condition, provide best guestimate of remaining life expectancy, filter options for replacement when needed, and phasing replacements based on condition. The preliminary inspection determined the top priority is to replace the horizontal sand filters brought over from Hobson in 2010 which filters the program pool in conjunction with the filter for the plunge pool. This filter shows evidence of extreme rust, deterioration of parts, and leaking, which based on the engineers/contractors opinion necessitates replacing the filter

within the next year to minimize any potential disruption to the filtration system for the plunge and program pools. The lazy river and main pool filters were also assessed and was determined that there was approximately 5-10 years of life left in those units.

Knitted noted staff asked WA to provide a proposal that focused on a master redesign plan of the complete filtration system as a whole with a phase 1 and phase 2 implementation approach based on the physical assessments identified above. The services WA will provide include master planning replacement of all filters, and for Phase 1 work complete design development, detailed construction estimates, construction documents including submittal of plans to Illinois Department of Public Health work, response to IDPH comments to secure a permit, bidding/negotiations, and construction administration for a total fee of \$35,900.

Staff recommended the Board accept Williams Architect's proposal dated 1/29/18, for engineering services in the amount of \$35,900.00, for Cypress Cove Filtration System Renovation – Engineering Services, CA#18-01pc and approve the expenditure from the Capital Development Fund – Fund 44 for FYE2018.

Adams noted that the new filters that are available will save money in the long run, due to much less water usage.

Commissioner Duffy asked what Williams Architect's fees covers. Adams replied the engineering through project completion.

MOTION by Duffy and seconded by Cohen to accept Williams Architect's proposal dated 1/29/18, for engineering services in the amount of \$35,900.00, for Cypress Cove Filtration System Renovation – Engineering Services, CA#18-01pc and approve the expenditure from the Capital Development Fund – Fund 44 for FYE2018.

AYES: Cohen, Duffy, Hohnke, Mahoney

NAYS: None

Absent: Coleman

MOTION CARRIED.

Knitter continued the report with the following information regarding Cypress Cove – Pool Painting Project, ACRP #17-01c. Knitter stated staff e-mailed a letter to the contractor on January 15th requesting a written response by January 26th, with no response. It was estimated that it would take maybe a crew of three (3) people to complete the grinding, patch work and minor caulk touch up, approximately 2 days of work. This is estimated to be approximately \$5,000 in value. As part of the Liner Company's scope of work, site preparation is included and would encompass any of the work that was being asked of the painting contractor. Coordinating his involvement was just a secondary measure. To date, we have not received a response from the paint contractor to sign-off on completing the agreed upon remaining scope of warranty work. However, subsequent to discussing with legal counsel and since, the pool liner work cannot be delayed in order to complete in time for the May opening, the attorney and staff feel it is best to proceed with the liner company to conduct all preparation work and cut all ties with the painting contractor to minimize any delays that may result in his involvement.

Adams noted this has been presented to the attorney and after many discussions, staff and legal team have decided it's best to cut all ties and move forward taking into account the cost of potential litigation.

Knitter informed the Board that staff received shop drawings on January 26th for the Cypress Cove – Pool Liner Purchase & Installation Project, ACDP #17-01c. Staff conducted site inspections and reviewed/commented on the drawings and resubmitted on January 31st. The steel crew arrived onsite on February 6, 2018. The first step of the process is to pressure test the existing gutter systems in the plunge pool, program pool and main pool. If any leaks are detected, repair of the leaks will be billed on a time and materials basis (\$374/hour). When asking the steel crew if leaks are common, they indicated that in the 30 years of doing this work, only two pools were leak-free. They also indicated that a leak-free gutter system is critical to prevent water from entering behind the liner and creating bubbles/bulges. The Executive Director authorized the contemplated change in order to keep the project going.

Julie Rhodes continued by reviewing the following proposed Capital Replacement Projects for FYE2019. Capital Replacement Projects proposed for FYE2019, subject to final budget approval, include:

- Installation of pool liners
- Resurface slides
- Re-caulk various deck joints
- Replace exhaust stalks on the main filter building
- Repaint light pole standards

Rhodes noted the budgeted expense for Capital Replacement Projects is currently estimated at \$86,140 and is subject to change based on obtaining official proposals and/or bids.

Rhodes stated the updated financials are included in the Board report for review due to recent corrections since the 2017 Aquatic Report was presented at the November Board meeting.

Rhodes noted applications for new employment for Cypress Cove will be accepted until March 4, 2018. Interviews will begin toward the end of March.

Rhodes mentioned Swim Team registration will be held from February 26th – April 5th. Returning resident swimmers are allowed to register first; new resident swimmers will have second priority for registration; returning nonresident swimmers will have third priority for registration; new nonresident swimmers will have last priority for registration. Families that did not meet the 2017 volunteer requirement of the Parents' Association will be automatically waitlisted for 2018. All new swimmers will be required to perform a skills test in order to be on the team. The Aquatic Department is currently working with Community School District 99 to obtain pool usage for new swimmer skills testing. Due to the popularity of the team, we will continue to offer the arrangement with the Butterfield Park District to accept our excess swimmers for the 2018 swim season.

Rhodes concluded her report stating the Aquatic Department is currently working to finalize Fund 06 and Fund 07 budgets for FYE2019. The budgets will be presented in March. Cypress Cove has been selected to be the featured waterpark in World Waterpark Magazine's April's publication. The Aquatic Department will work with the Marketing department on copy and photos.

Parks

John Karesh began his report stating staff performed preventive maintenance on the air handlers at the Community Center. This included changing filters, making adjustments & belt changes.

Karesh added the Community Center downstairs HVAC system was stuck in heat mode causing less than desirable temperatures. Upon investigation staff found we were unable to lower the temperature without shutting the system off. Staff contacted Johnson Controls who was able to identify that an internal air handler actuator was broken and had to be replaced. The work was completed and everything is functioning as it should.

Karesh mentioned the 2017 Park Vandalism report was included in Board Report for review.

Karesh stated although we had 17 days of open skating this season, the rinks had to be closed. Due to the "freeze/thaw" cycle this year the ice moved considerably and caused tears in the liners and side boards being pushed out. Staff is evaluating the feasibility of continuing the ice rinks for next year.

Karesh noted staff will be working with the Sheriffs Work Alternative Program (SWAP) later this month and in mid-March to assist with some clean up in some of our natural areas.

Karesh continued his report mentioning that staff is working together to complete the preliminary FYE2019 Maintenance budget anticipated to be completed by the end of February.

Karesh mentioned that the application for the Illinois Environmental Protection Agency 2018 controlled burn permit has been approved and filed. Staff plans to complete burns at twenty-two (22) locations this spring. Four (4) of these burns will be contracted and performed at Orchard Hill, Duke Street, Heritage Parkway, and Vincente Outlots A, D & E.

Karesh noted that the 2018 pool chemical prices are being secured. Staff anticipates the pricing to come in near the same as last season based on the cost of fuel.

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

Karesh mentioned one of the hayracks is being rebuilt due to cracked and aging wood. Staff is taking the rack down to the frame for this project and anticipates completion in 2-3 weeks.

Karesh noted that Mark Schneider will celebrate 24 years of service on February 17th, and Dan Pietrzak will celebrate 18 years of service on February 24th. Congratulations to both!

Karesh concluded his report stating the Natural Resource Manager has been working on the end of budget season project timelines and FYE2019 budget. This spring crews will be reseeding the natural areas at 63rd Street, Summerhill, Lake Carleton and Seven Bridges Parks. All of these sites are part of the woody removal contract currently being conducted by Encap, Inc. The seeding in these areas will help stabilize the banks along the creek, as well as add species diversity to the natural areas. In addition to bank stabilization at Lake Carleton, we will also be increasing the width of the buffer areas. The increased natural buffer will reduce runoff into the lake and provide a deterrent for geese in the area. Attached is the projected budget for these projects.

Marketing

Megan Pettit began her report stating that the following information has been posted on the web, in the newspapers and on Facebook; Enchanted Princess Ball, WSA Spring Soccer Registration, Member Appreciation Month at the ARC, Adult Winter Athletic Leagues, Girls Softball Early Bird Registration, Softball Clinics, Open Playtime and Duck & Dodge Fest.

Pettit mentioned a Woodridge Park District Instagram account was created on February 2nd. The purpose of this social media platform is to tell our story with fun videos and pictures of our patrons, facilities and programs.

Pettit noted the 2018 Aquatic Guide was sent to the printer on February 7th. The guide will be delivered beginning March 2nd. The Cypress Cove website will be updated with 2018 fees, hours and program information at the end of February. Staff is working with the Aquatics Manager to design a postcard which will be mailed to last year's season pass holders to thank them for their loyalty with free guest passes when they renew in 2018 and inform them of the new surface being installed. Displays will be created for the ARC & Community Center to let patrons see and feel the new surface. Additional marketing later this spring to include: updated commercial with drone footage for movie theatre ad and Comcast commercial, Facebook ads and birthday party E-blasts.

Pettit stated a winter Pathways edition is in the works for delivery at the end of the month. Articles to include: ARC construction update, natural resource management projects, Cypress Cove surface information, 5 year capital project plan and Rotary scholarship information.

Pettit mentioned the Marketing Department worked with the Fitness Manager to create marketing materials and giveaways for the Member Appreciation Month. Giveaways include: branded fitness towels, water bottles and ear buds. Marketing includes: social media posts, flyers and posters, marquee listings and email blasts. The graphic designer also created a "Stay ARC Strong" t-shirt design for giveaways and point-of-sale.

Pettit concluded her report mentioning the 2018 sponsorship packet was redesigned and features a colorful cover page with infographics. New additions to the sponsorship packet include ARC advertising options and active adult partners & in-kind donations.

Safety Committee

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

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

CONSENT AGENDA

MOTION by Duffy, and seconded by Mahoney to approve Consent Agenda item 1 and 2 for approval of minutes and Agenda Items 3 through 19 for Vendor Payment & Payroll Ratification for a total amount of \$1,482,900.47.

1. Regular Board Meeting Minutes January 9, 2018
2. Special Board Meeting Minutes January 23, 2018
3. Vendor Payment & Payroll Ratification Report (1/6/18-2/8/18)..... \$1,482,900.47
4. Anthony Roofing Tecta America, ARC Roofing, CDP#17-01c-06, Payout #4..... \$66,727.93
5. Celtic Commercial Painting, LLC, ARC Painting, CDP#17-01c-09, Payout #2 \$18,091.80
6. Corporate Construction Services, Athletic Recreation Center, Construction Management Service, CA#14-01pc-02, Contract Amendment No. 1 (Expansion), Payout #10 \$21,400.00
7. Encap, Inc., MSP #17-06c, 2017-18 Woody Invasive Removal Project, Payout #1 \$23,000.00
8. Excel Electric, ARC Expansion – Electrical, CDP#17-01c-13, Payout #7 \$18,995.52
9. Floors, Inc., ARC Expansion – Wood Flooring, CDP#17-01c-8, Payout #1 \$1,642.50
10. Haldeman-Homme, Inc., - ARC Expansion – Athletic Equipment, CDP#17-01c-15, Payout #1 \$62,800.00
11. Hargrave Builders, ARC Carpentry/Gen Trades, CDP#17-01c-05, Payout #7 \$29,145.00
12. Jensen’s Plumbing, ARC Expansion – HVAC/Mechanical, CDP#17-01c-12, Payout #7 \$5,310.00
13. J & M Tile – Community Center broken floor tile replacements, MSP #17-09pc, Payout #1 (Final) \$2,815.50
14. Kendall Excavating, ARC Expansion – Grading/Excavation, CDP#17-01c-1, Payout #4 \$3,060.00
15. Kendall Excavating, ARC Expansion – Park Shelter Grading/Excavation, CDP#17-01c-1, Payout #1 \$8,482.50
16. Midco, ARC Expansion – Security Control System, CDP#17-01c-19, Payout #1 (Final)..... \$2,815.00
17. Ron Vine & Associates, Community Needs Assessment & Program Survey Audit Consultant Services, CA#17-03pc, Payout #1 \$21,033.86
18. Sievert Electric Services & Sales, ARC Expansion – Scoreboards, CDP#17-01c-14, Payout #1 (Final) \$13,231.00
19. Williams Architects, Athletic Recreation Center – Architectural Consultant Services, CA#14-01pc-01, Contract Amendment No. 3 (ARC Phase 2 – Architectural Services), Payout #14..... \$4,865.00

President Hohnke requested a roll call.

Upon a roll being called:

AYES: Cohen, Duffy, Hohnke, Mahoney

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

Director’s Report

1a. Mike Adams began his report seeking Board approval of Ordinance No. 18-1, An Ordinance providing for the issue of \$864,250 Taxable General Obligation Limited Tax Park Bonds, Series 2018, to provide the revenue source for the payment of certain outstanding obligations of the Park District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds and authorizing the purchase of said bonds by the Corporate Fund of the Park District.

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

Adams added the payment for the land acquisition will be in the amount of \$599,440 based on the debt service schedule for the Town Centre property.

Adams noted the balance of the bond proceeds \$259,202 will be used to partially payoff the ARC 2015c debt certificates (\$314,587.50). The District will pursue a deferred closing technique and will also be the purchaser of this bond thereby minimizing interest expense.

Adams stated cost of issuance is 0.75% of the gross proceeds (estimated \$6,481).

Adams mentioned the ordinance is required for approval now in order to file with the Counties in time for the collection of the 2017 levy (FY2018/2019). The county specifically levies this amount per the approved ordinances up to our total annual non-referendum debt authority of \$1,277,106.

Adams added that a public hearing was held at the January 09, 2018 Regular Board Meeting as required per the Bond Issuance Notification Act (BINA). The Ordinance was prepared by Chapman and Cutler, Bond Council.

Staff recommended approval of Ordinance No. 18-1, An Ordinance Providing for the issue of \$864,250 Taxable General Obligation Limited Tax Park Bonds, Series 20108, to provide the revenue source for the payment of certain outstanding obligations of the District, providing for the levy of a direct annual tax to pay the principal and interest on the bonds and authorizing the purchase of the bonds by the Corporate Fund of the District.

MOTION by Duffy and seconded by Mahoney to approve Ordinance No. 18-1, An Ordinance Providing for the issue of \$864,250 Taxable General Obligation Limited Tax Park Bonds, Series 2018, to provide the revenue source for the payment of certain outstanding obligations of the District, providing for the levy of a direct annual tax to pay the principal and interest on the bonds and authorizing the purchase of the bonds by the Corporate Fund of the District.

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

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

1b. Adams next action item seeking Board approval was Ordinance No. 18-2, an Ordinance to adopt the new Accountant job description. Adams noted the following is a new job description for proposed Accountant position:

8.3.40.4.9 Accountant (New) – based on the planned retirement of one of the Finance Assistant's combined with additional workload associated with the ARC operations in combination with the existing financial responsibilities of the District, as well as adding financial management duties to assist in overseeing financial operations and procedures, staff recommends the hiring of an Accountant.

Staff recommended the Board approve Ordinance No. 18-2, An Ordinance Adopting Revisions to the Woodridge Park District Job Description, Personnel and Comprehensive Policies and Procedures Manual (8.3.40.4.9 Accountant Job Description (New))

MOTION by Cohen and Mahoney to approve Ordinance No. 18-2, An Ordinance Adopting Revisions to the Woodridge Park District Job Description, Personnel and Comprehensive Policies and Procedures Manual (8.3.40.4.9 Accountant Job Description (New))

AYES: Cohen, Duffy, Hohnke, Mahoney

NAYS: None
ABSENT: Coleman
MOTION CARRIED.

1.c. Adams continued with his next action item seeking approval, the addition to the annual salary and wage range for FYE2018.

Adams noted the Board approved the FYE2018 Salary and Wage Scale at the May Board Meeting and revised at the December Board Meeting.

Adams stated per staff's recommendation to replace the Finance Assistant (FT) with an Accountant (FT) position in the Finance Department the full-time salary range is \$47,476 - \$75,290 based on market data. Staff anticipates completing the hiring process ASAP and most likely by mid-April, in order to initiate a smooth transition prior to the retirement of the Finance Assistant effective May 1st

Staff recommended the Board approve revisions to the FYE2018 Salary and Wage Range to include the salary range for the Accountant (FT).

MOTION by Duffy and seconded by Mahoney to approve revisions to the FYE2018 Salary and Wage Range to include the salary range of \$47,476 - \$75,290 for the Accountant (FT).

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

3.d. Adams next action item seeking approval was the revision to the Organizational Chart for FYE2018.

Adams stated the Board approved revisions to the Organizational Chart for FYE2018 at the May 9, 2017 board meeting. Revisions included adding a new Natural Resources Manager (FT) position and change in Supervisors for the Aquatic Maintenance Supervisor and Maintenance Facility Technician.

Adams noted based on the recommended change to revise an existing Finance Assistant (FT) position to an Accountant (FT) position, a revision to the Organizational Chart is in order.

Staff recommended the Board approve a revision to the organizational chart for FYE2018 dated 2/13/18 to add a new Accountant (FT) position in place of one of the existing Finance Assistant (FT) positions.

MOTION by Mahoney and seconded by Cohen to approve a revision to the organizational chart for FYE2018 dated 2/13/18 to add a new Accountant (FT) position in place of one of the existing Finance Assistant (FT) positions.

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

3.e. Adams final action item seeking approval was a proposal from Williams Architects (WA) to complete a Maintenance Facility Office Architectural Pre-Design Space Planning study.

Adams stated due to the expanding and changing demands of the Woodridge Park District's Maintenance Department, the District is interested in revisiting the spatial needs of the administration office areas for the Maintenance Facility.

Adams added the intent of the Space Planning Study will look to repurpose space and resolve operational inefficiencies and overcrowding in the administration area of the maintenance building.

Adams noted presently, the Park District has a total of 11 full time employees, of which, 5 full time staff expend more than 60% of their time in the office. In addition, 2 permanent part-time staff expends more than 60% of their time in the office. The remaining 6 full time staff are predominantly in the field and require "open office" shared work stations to support their responsibilities. The District uses the existing Lunch Room for training purposes and for lunch, which serves approximately 50 people. Seasonal staff do not require assigned space in the administrative area.

Staff recommended the Board approve Williams Architect's proposal dated February 6, 2018 in the amount of \$6,800 plus reimbursable expenses to complete a Pre-design Space Planning Study for the Maintenance Facility Offices and Lunch Room and approve the expenditure from the Capital Development Fund – Fund 44 for FYE2018.

MOTION by Cohen and seconded by Mahoney to approve Williams Architect's proposal dated February 6, 2018 in the amount of \$6,800 plus reimbursable expenses to complete a Pre-design Space Planning Study for the Maintenance Facility Offices and Lunch Room and approve the expenditure from the Capital Development Fund – Fund 44 for FYE2018.

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

ARC Information

2.a. Jenny Knitter began her report reviewing the following contract updates:

- ARC Expansion - Park Shelter – Trash/Recycling Receptacle Purchase Project, CDP #17-01pc-19
Knitter stated we are still awaiting delivery of two trash/recycling containers to service the park shelter area.
- ARC Expansion – Park Shelter Construction Project – change orders
Knitter noted the final grading and the shelter installation is scheduled once frost is out of the ground, hopefully in March. Masonry and plant installations will occur in spring, as well.

Knitter reviewed the Athletic Recreation Center – Expansion Contracts

Progress to date:

- a. Wood Doors Installed 12/29
- b. Fire Extinguisher Cabinets Installed 12/29
- c. Interior Composite Metal Panels Completed 1/2
- d. N/W Overflow Drain Piping Completed 1/2
- e. Athletic Equipment Delivered 1/2
- f. Benches Completed 1/3
- g. Lockers Installed 1/5
- h. Athletic Equipment (Hoops & Divider Curtain) Completed 1/5
- i. Plumbing Overflow Drains Insulated 1/5
- j. Lighting Controls Completed 1/8
- k. FRP Doors (South & East) Completed 1/9
- l. Punchlist 1/9
- m. Floor Flatness / Floor Levelness Test 1/15
- n. Wood Acoustical Wall Panels Completed 1/17
- o. ARC Sign 1/18
- p. Caulk Hollow Metal Frames 1/18

- q. T&B Report 1/22
- r. Fire Protection Standpipe in Stairwell Rotated + Add Sprinkler in
- s. Aluminum & FRP Door Completed 1/26
- t. Vapor Barrier + 2 Layers of Plywood Completed 1/30
- u. Delivered Wood Floor Planks 1/31
- v. Metal Wall Panels Completed 1/31
- w. Finish Wood Floor Planks 2/2

Knitter concluded her report updating the Board on the following schedule:

- a. Wood Floor
 - 1. Sanding
 - 2. Begin 1 coat of finish
 - 3. Paint playing lines
 - 4. 2 coats of top coat (1 week with no foot traffic)
 - 5. Gym expects to be completed by early March.
- b. Continue Wood Floor Installation
- c. Audio/Visual Equipment System Tie-In
- d. Roof Copings (Weather Pending)
- e. Lightning Protection (Weather Pending)
- f. Exterior Grading/Landscaping (Weather Pending)
- g. Waiting on replacement of existing turf divider curtain and new ¼ curtain
- h. Working with Signage Company to complete room signage and adjustments to Emergency exit plans on the first floor.

3.a. Adams continued his report seeking Board feedback regarding the Capital Development Program (CDP) – Prioritization Exercise Results:

Adams stated in order to identify, assess and evaluate priority capital projects for the next five years to be incorporated into the District’s proposed 2018-2022 Five Year Strategic Master Plan, the Board and staff completed a prioritization exercise of projects under consideration.

Adams added the reason for prioritizing projects is to strategically allocate funds to projects that meet residents’ needs and demands for various parks and facilities to improve access through recreation. Actual timing and implementation of identified capital projects is dependent upon capital development criteria assessment, project readiness, estimated costs, available funding, intergovernmental agreements, staff resources, etc.

Adams stated additional feedback is necessary based on recent discussion with School District #68 regarding the proposed Jefferson Junior High (JJH) School Running Track / Artificial Turf Field as well as with the Village regarding the proposed Town Centre Community Park project. After some discussion regarding the JJH Track/Artificial Turf Field, the Board feedback was as follows:

Commissioner Duffy stated he supports the JJH Track/Artificial Turf Field project. Duffy stated in regards to the Town Centre Community Park development, he would like to see a “Sled Hill” built for the resident kids to enjoy.

Commissioner Mahoney asked what if we don’t support the JJH project. Adams replied they would probably continue with a downsized version of the project.

Commissioner Cohen stated he is in favor of supporting the JJH project.

President Hohnke stated he too supports the JJH project.

The Board agreed to move ahead with the next phase of planning and engineering for the JJH project subject to the School District's desire to proceed also.

3.b. Adams mentioned the FYE2018 Goals & Objectives, 3rd Quarter, are included in the Board packet for review.

3.c. Adams stated unfortunately the inevitable has happened, in that, Mary Kasprzycki (Finance Assistant) submitted her letter of resignation in order to retire effective May 4th.

Adams stated Mary first joined the Park District in 1994 as a Public Relations Coordinator. Within 2 years of her initial employment, Mary was promoted to the position of Finance Assistant, which she has held since. Within her responsibility of Finance, Mary is primarily responsible for processing payroll internally which overtime has reached a peak level in 2017 of approximately 425+ employees annually. She also assists the Superintendent of Finance and Personnel with the annual budget, annual audit preparation, comprehensive annual financial report, general ledger, accounts payable, accounts receivable, cash control and reconciliation, tax reporting, and so much more.

Adams noted Mary also coordinates with the Human Resources Department the processing and record keeping of approximately 400+ employee hires each year. She also assisted with the transition of a new Superintendent of Finance in 2017.

Adams mentioned during her tenure, Mary consistently volunteered for most of the District's special events to include but not limited to the Jubilee, Indian Summer fest, Haunted Forest Walk as well as the Woodridge Rotary's Mini Triathlon. Mary also was a member of the Woodridge Lions Club from 2009-2013 and participated as a Lions Club volunteer in addition to her service as an official member.

Adams stated the Finance Assistant is one of those positions that many take for granted of, mostly because a majority of work is behind the scenes rather than out front in center with the public. However, Mary's position is critical within an organization which touches every employee and financial transaction. Her efforts to provide seamless financial operations should be recognized especially due to her outstanding demeanor in working with her co-workers, which is why she was recently recognized as a Village of Woodridge Outstanding Employee for 2017. Simply stated, everyone loves Mary!

Adams noted Mary's outstanding demeanor and commitment to the District and Community is exemplary. She is a dedicated, ethical, trustworthy employee who is a true professional that every organization desires to have. The Woodridge Park District is truly blessed to have had Mary for twenty-three years of service and she will be truly missed. Though we are selfishly saddened by her news to retire, we are extremely happy for her, in that, she is able to retire young and healthy.

Adams concluded how grateful staff is for her advanced notice, so that, we can transition and train a new hire prior to her leave. Stay tune for future recognition to celebrate Mary's 23 years of service.

COMMITTEE REPORTS

SEASPAR – No Report.

JUBILEE – Rhodes stated planning is moving along.

PDRMA – Adams stated there is a new Asset Management System

EX-OFFICIO REPORT

1. Plan Commission – Report was included in Board packet for review.
2. Chamber of Commerce – Adams noted he will forward e-mail to the Board regarding upcoming events.
3. Affiliated Athletic Associations – No Report.

OLD BUSINESS

None

NEW BUSINESS

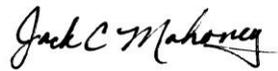
None

ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn was requested. MOTION by Duffy and seconded by Mahoney to adjourn the meeting at 9:07 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted.

A handwritten signature in cursive script that reads "Jack C. Mahoney".

Jack Mahoney, Secretary