



President Hohnke called the Regular Meeting of the Board of Commissioners to order at 7:00 p.m. Upon a roll of Commissioners being called, the following were present: Cohen, Coleman, Hohnke, and Venouziou. Absent: Commissioner Mahoney. Staff present: Adams, Evans, Karesh, Knitter, Nichols, Pettit, Rhodes, Ritter, Webber.

PRESIDENT'S REPORT

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

President Hohnke offered congratulations to Commissioner Brian Coleman, for 20 years of service to the Woodridge Park District. Commissioner Coleman was presented with the IAPD 20 year service award.

President Hohnke concluded his report stating the IAPD Statewide Survey Results of Agency Facilities & Program Usage, are included in the Board packet for review.

Executive Director Adams asked the Board for feedback in regards to changing the Board meeting from the 2nd Tuesday to the 3rd Tuesday of the month due to more information being presented at the monthly meeting. Adams asked the Board to consider this change for 2019 and stated the Board can discuss further and vote on a decision at the December Board meeting. Commissioner Coleman also suggested to change the meeting start time from 7 p.m. to 6:30 p.m.

STAFF REPORTS

Finance/HR/IT

1.a. Chris Webber began his report with an action item regarding the 2019 Employee Health Benefits Plan Coverage. Webber stated staff presented at the October Board Meeting details of the proposed 2019 Employee Health Benefits Plan options and premium changes provided by PDRMA. For 2019, PDRMA has increased premiums on average as follows: HMO – 6.5%, PPO – 1.4%, Dental – 0.0% and a decrease in Vision – 7.5%. Staff was cognizant of previous Board feedback and discussion to strive for the District's goal of providing quality reasonable cost health care options for its employees while targeting a percentage of premium paid for by the District at 80-85% while controlling overall annual premium cost increases, the following plan options are recommended: PPO \$1,500 deductible option with a \$1,000 HRA, HMO option, employee buy-out option (\$3,000 for 2 lives, \$4,500 for 3 lives or more), dental with orthodontics, vision and life insurance based on the following limits:

A. Health Options:

1. PPO (Aetna) \$1,500 Deductible option with a \$1,000 HRA (District underwrites \$1,000) - \$1,846 per life per year (1.4% increase in employee share over prior year)
 2. HMO (BCBS) coverage cost to employee - \$910 per life per year (12.9% increase in employee share over prior year).
- B. Dental coverage with orthodontia - \$104.00 per life per year (33.3% increase in employee share over prior year)
- C. Buy-Out option - \$3,000 for 2 lives, \$4,500 for 3 or more lives annually paid to employees for opting out of health coverage over 26 pay periods.
- D. Vision Insurance – VSP retained as provider with 100% of cost covered by the District
- E. PDRMA Vision – additional vision coverage with cost assumed 100% by employee (\$200 annual benefit.)
- F. Life Insurance – PDRMA at \$50,000 per full time employee with no change from prior year cost

President Hohnke asked Webber if he would review how the Buy Out option works. Webber stated the Buy Out provides an incentive for employees to enroll in their spouses plan. The Buy Out option has saved the District \$421,221 over the past five years.

Staff recommended the Board approve the 2019 Employee Health Benefits Plan as presented.

MOTION by Cohen and seconded by Venouziou to approve the 2019 Employee Health Benefits Plan as presented.

President Hohnke requested a roll call.

Upon a roll being called

AYES: Cohen, Coleman, Hohnke, Venouziou

NAYS: None

ABSENT: Mahoney

MOTION CARRIED.

Webber continued his report stating "The Notice of Availability of the Audit Report" was published in the Bugle on October 31st, which is required under the Public Funds Statement Publication Act (30 ILCS 15). The notice shall include, at a minimum, the time period covered by the audit, the name of the firm conducting the audit and the address and business hours of the location where the audit report may be publicly inspected.

Webber noted the Annual Financial Report (AFR) was filed with the Illinois Comptroller's Office on October 23rd. The CAFR and AFR were both filed with the required county agencies on October 24th. Additionally, the CAFR was submitted to the GFOA on October 10th in an effort to be awarded the Certificate of Excellence. The CAFR was filed with the Electronic Municipal Market Access system (EMMA®) on October 11th as required for our municipal bond issues as well as an additional supplement consisting of one schedule which reports debt service extension base as suggested by Chapman & Cutler. EMMA is the official repository for information on virtually all municipal securities. EMMA provides free public access to official disclosures, trade data, credit ratings, educational materials and other information about the municipal securities market.

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

Webber reviewed the Reconciliation of Fund Balances as of April 30, 2018 and compliance with WPD policy 4.25, Minimum Fund Balance Policy. Webber included in his report the relationship of our total fund balance as presented on April 30, 2018 in the audited financial reports and policy 4.25 which states The District's unassigned minimum fund balance policy is to maintain fund balance equal to three months average operating expenditures for the General Fund and the Recreation Fund, plus one month's average operating expenditures for the Aquatics Fund.

Webber noted the District is in an extremely healthy position with excess reserves in the amount of \$1,783,618 available to meet the needs of the District, of which a large percentage is earmarked for scheduled capital projects per the Capital Development Plan approved May 8, 2018.

Webber added Per Policy 4.29 in the District's Comprehensive Policies & Procedures Manual, staff completed all necessary compliance procedures and checklists following the Bond Sale of the Taxable GO Limited Tax Park Bonds, Series 2018. Documentation of aforementioned compliance is kept in safe keeping at the District.

Webber stated included in the Board packet is the October 2018 financial report which is the sixth month of the District's Fiscal Year. Budgeted expenses are still well within budgetary levels as we are only at 50% of the fiscal year based on a straight-line basis.

Webber noted the District has collected \$6,672,790 or 99% of the \$6,768,106 2017 Tax Levy.

Webber stated the Human Resources staff's primary focus is on health insurance open enrollment which closed November 19th for changes that will go into effect January 1, 2019. Additionally, staff has been investigating and analyzing products to help streamline the hiring process and attempt to reduce paperwork.

Webber concluded his report noting staff has begun the installation of the upgraded IT system that was approved by the Board at the October meeting. The rack which will house many of the components has been installed. The following timeline to complete the project is as follows:

November 1st – SNI onsite to install equipment
November 5th – SNI onsite to install remaining equipment and start configuration
November 9th – SNI configuration of equipment
November 13th – SNI configuration of equipment
November 15th – SNI configuration of equipment
November 19th – SNI remote to finish configuration and to tie up any loose ends

Planning

2.a. Jenny Knitter began her report with an action item regarding the 2018/19 Woody Invasive Species Removal Project, MSP#18-13c. Knitter stated as part of our ongoing maintenance of Natural Areas staff is requesting permission to seek bids to remove invasive woody species from several park properties. The contract base bid will include removals at Timbers Edge and Duke Street Outlot. Staff will also seek two alternate bids to include removals at Falconridge Park and Lake Harriet (corner by Nadelhoffer Ct.).

The schedule for work is noted below:

- Authorization to Bid November 13, 2018
- Bid Let November 14, 2018
- Bid Opening December 4, 2018
- Board Recommendation/Contract Approval December 11, 2018
- Construction Starts December 17, 2018
- Substantial Completion of Removals March 29, 2019
- Substantial Completion of Treatment of Re-sprouts June 28, 2019

Staff seeks Board authorization to bid 2018/19 Woody Invasive Species Removal Project, Project MSP #18-13c.

MOTION by Cohen and seconded by Coleman to authorize staff to bid the 2018/19 Woody Invasive Species Removal Project, Project MSP #18-13c.

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

2.b. Knitter's next action item was regarding the Triangle Park – Community Development Block Grant – Disaster Recovery- Triangle Park Restoration Project, CDP#18-01c – Contract Date Revision Requirement. Knitter stated the DuPage County Community Development Commission is requiring an amendment to the contract with WPD and V3 Construction Group, LTD. The current date of the contract approval is September 11, 2018. Due to the county vetting process, they are requiring the date of approval to be after October 5, 2018.

Staff recommended the Board revise the contract approval date to V3's contract for the Triangle Park Restoration Project, CDP #18-01c to November 13, 2018, as required by the Community Development Commission's need to vet the contractor prior to approval of contracts.

MOTION by Coleman and seconded by Cohen to revise the contract approval date to V3's contract for the Triangle Park Restoration Project, CDP #18-01c to November 13, 2018, as required by the Community Development Commission's need to vet the contractor prior to approval of contracts.

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

2.c. Knitter continued with her next action item seeking Board approval, the Fall 2018 Tree Removal/Maintenance Work, MSP #18-14pc. Knitter stated this month, staff has requested proposals for contracted tree work for various sites listed below. The work includes the removal of 16 trees and the pruning of an additional 13 at eight different park locations. Details are listed below:

- Lake Carleton / Remove willow, flush cut, no stump grinding.
- Lake Carleton / Remove cherry and prune five mulberries to clear building. Flush cut, No stump grinding.
- Summerhill Basin / Remove large maple, flush cut, no stump grinding.
- Jubilee Site / Remove dead ash, flush cut, no stump grinding
- Vicente Outlot D / Remove two cottonwoods and prune branches away from home. Flush cut, No stump grinding
- Unnamed Path / Prune dead wood and low branches on three maples
- Timber's Edge / Prune dead wood in oak tree
- Falconridge Park / Prune broken branches, dead wood and low branches
- Village Green Golf Course / Remove two maples, four pines, one ash, one crabapple & grind all stumps.
- Village Green Golf Course / Remove two trees marked "X2". Stump grind the one in the planter circle, Flush cut the one growing in the path.

Item #	Park	Dos Tree Service	Family Tree Care	Davey	Piper and Sons	Homer
1	Lake Carleton	\$1,500.00	\$875.00	\$1,440.00	\$1,300.00	\$3,000.00
2	Lake Carleton	\$800.00	\$490.00	\$720.00	\$900.00	\$2,500.00
3	Summerhill Basin	\$1,500.00	\$1,595.00	\$2,880.00	\$3,000.00	\$3,000.00
4	Jubilee Site	\$700.00	\$795.00	\$960.00	\$1,200.00	\$3,000.00
5	Vicente Outlot D	\$800.00	\$950.00	\$1,080.00	\$1,600.00	\$5,000.00
6	Unnamed Path	\$400.00	\$475.00	\$480.00	\$550.00	\$2,000.00
7	Timber's Edge	\$450.00	\$395.00	\$240.00	\$425.00	\$2,000.00
8	Falconridge Park	\$500.00	\$495.00	\$480.00	\$550.00	\$2,250.00
9	Village Greens Golf Course	\$1,500.00	\$2,090.00	\$1,300.00	\$2,950.00	\$5,000.00
10	Village Greens Golf Course	\$1,000.00	\$1,025.00	\$820.00	\$950.00	\$3,500.00
	TOTAL	\$9,150.00	\$9,185.00	\$10,400.00	\$13,425.00	\$31,250.00

Knitter noted staff reached out to Dos Tree Service to see if they could provide the insurance requirements associated with this work. They indicated they could not. The next low proposal came from Family Tree Care. They were confirmed that they would meet the insurance requirements. Staff has not worked with Family Tree Care before, but have checked their references and all are positive.

Staff recommended the Board accept Family Tree Care's proposal dated October 22, 2018 in the amount of \$9,185.00 for the Fall 2018 Tree Work, MSP #18-14pc.

MOTION by Cohen and seconded by Coleman to accept Family Tree Care's proposal dated October 22, 2018 in the amount of \$9,185.00 for the Fall 2018 Tree Work, MSP #18-14pc.

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

2.d. Knitter's next action item was regarding Crabtree Creek – Phase 1: Bank Stabilization Project, CDP #16-02c. Knitter stated the contractor, Nettle Creek, has not been seen all year on site for this project and there is no evidence that the contract has performed required post construction scope of work. The contractor has not provided the District with any invoices for the required maintenance work remaining either. With that being said, staff recommends terminating the remaining contracted work.

Knitter noted to date, the District paid the contractor \$71,311.50 with a remaining balance of \$10,680 designated for Maintenance Costs that were never performed. The main project was completed in September of 2016, with no evidence of maintenance being performed throughout 2017 and 2018. The District will complete the remaining maintenance scope of services with in-house staff starting next spring.

Staff recommended the Board terminate the contract agreement with Nettle Creek Nursery for the Crabtree Creek – Phase 1: Bank Stabilization Project, CDP #16-02c due to non-performance of the contract terms pursuant to Article 6 of the Contract after the District provides the Contractor with seven days prior written notice of termination.

MOTION by Coleman and seconded by Cohen to terminate the contract agreement with Nettle Creek Nursery for the Crabtree Creek – Phase 1: Bank Stabilization Project, CDP #16-02c due to non-performance of the contract terms pursuant to Article 6 of the Contract after the District provides the Contractor with seven days prior written notice of termination.

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

2.e. Knitter's final action item was regarding the Triangle Park – Phase 2: Bank Stabilization Project, CDP #15-03c-01r. Knitter stated the contractor, Nettle Creek, has not been seen all year on site for this project and there is no evidence that he has performed this work. The contractor has not provided us any invoices for this maintenance work remaining either. With that being said, staff recommends canceling the remaining contracted work.

Knitter noted to date, the District paid out \$41,599 for the Triangle Park – Phase 2 Project. The remaining balance to cover maintenance is in the amount of \$6,000. The main project was completed in August of 2016, with no evidence of maintenance being performed throughout 2017 and 2018. The District will complete the remaining scope of services with in-house staff starting next spring.

Staff recommended the Board terminate the remaining contract with Nettle Creek Nursery for the Triangle Park – Phase 2: Stream Stabilization Project, CDP #15-03c-01r due to non-performance of the contract terms pursuant to Article 6 of the Contract after staff provides the Contractor with seven days prior written notice.

MOTION by Coleman and seconded by Cohen to terminate the remaining contract with Nettle Creek Nursery for the Triangle Park – Phase 2: Stream Stabilization Project, CDP #15-03c-01r due to non-performance of the contract terms pursuant to Article 6 of the Contract after staff provides the Contractor with seven days prior written notice.

AYES: Cohen, Coleman, Hohnke, Venouziou

NAYS: None

ABSENT: Mahoney

MOTION CARRIED.

Knitter continued her report stating on October 22nd, staff met with representatives of D&J Landscape, Inc. for a pre-construction meeting regarding the 83rd Street Park Development Project, CDP#18-03c-01. To date they have provided the required paperwork and are eager to begin site work as soon as the building permit is issued. The Village has issued its Conditional Letter of Approval for the building permit which will be issued pending final zoning approval. Staff in conjunction with engineers from V3, are currently working to respond to final review comments from the Village of Woodridge regarding the building permit. Staff coordinated the installation of the construction fencing the week of October 29th. Work began on November 7, 2018 with removal of fence fabric, installation of silt fencing, installation of temporary construction access and excavation and layout.

Knitter noted staff received engineering drawings on Friday, October 26th for 83rd Street Park Development Project, Shelter and Dugout Purchase, CDP#18-03c-02. Staff reviewed the drawings promptly approved the dugouts, but the shelter had some revisions needed. Staff is waiting for a response from Polygon on the Shelter. The dugouts are estimated to be shipped the week of 12/12/18 and provide anchor bolts + anchor bolt templates for the park shelter so that the contractor can potentially pour footings prior to receiving the structure.

Knitter mentioned staff has issued a notice to proceed with the survey and wetland delineation work for Timbers Edge Park – Topographic Survey Project, CA #18-08pc. V3 anticipates delivery of the final survey and wetland information in early to mid-November. Substantial completion for the survey work is scheduled for November 16th. V3 remains on schedule.

Knitter stated we are likely a couple weeks out before burns can get started, things are too wet still. The contractor has started to prepare burn breaks at some of the sites, but they are also waiting for suitable conditions.

Knitter noted staff will evaluate and discuss options further with ILM for Lake Harriet Water Quality Improvements Project to strategize an action plan for the lake for 2019. Staff is working with ILM to vet and finalize the most feasible best practices and sustainable solution(s) for this Lake. Capital improvements identified towards this project can be offset from the reinstated DCEO grant, if deemed necessary.

Knitter mentioned the removal of 19 diseased and failing Austrian pine trees began on the morning of October 25th at Memorial Park – Landscape Improvement Project, Tree Removal and Installations, MSP #18-09pc-01 /MSP #18-09pc-02. Steve Piper and Sons, Inc. completed the removals including the grinding of 21 tree stumps on October 26th in advance of the tree replacements.

Knitter added on October 16th staff visited Breezy Hill Nursery in Salem, WI and selected/tagged trees for this project. Semper Fi Land Services, Inc. was on-site the week of October 29th to install the selected 20 eastern white pines and one autumn blaze maple. The trees are replacements for the recently removed Austrian pines and a maple shade tree, a memorial tree that was lost in a wind storm earlier this year.

Knitter stated DuPage Forest Preserve has contacted the Park District to partner in a public education effort regarding Oak Recovery. A goal of the Chicago Wilderness Oak Recovery effort, in concert with the Chicago Region Tree Initiative, is to encourage public agencies working with private land owners to promote the growth of Oak trees on private land adjacent to public lands. The Forest Preserve has asked us to work with them and host an educational event in spring of 2019 called "Evening with the Oaks" to educate our residents on reasons to plant oaks. The educational meeting is scheduled for Wednesday, May 15th from 6:30-7:30 p.m. at the Community Center.

Knitter concluded her report stating a survey of the property lines and trees located close to the property lines for the Triangle Park Restoration Project, CDP#18-01c were flagged the week of Oct. 28th. On Nov. 9th, staff, engineer and contractor will meet to walk the perimeter to determine what trees can be saved and what needs to be removed. Tree removal work is expected to begin later this month and Excavation is expected to begin the week of December 3rd.

Approval of local funding assessment discussions continue with the grant administrators from IEPA 319 Grant and the CDBG-DR Grant. Once I get a final confirmation on the funding commitments from both of those grant sources based on the awarded contracts, I will share that information with the Board.

Knitter reviewed the following Natural Resource Management & Landscape – Project Updates.

- This month our Natural Resource Manager continued to assist with removals, installations, and mulching at Sunnydale Park. He also conducted various tree installations. Tree pruning and removals of dead trees continue to be a priority as well. He also prepared a request for proposals related to tree removals needed this fall, as shown above.
- Preparations have begun for burning with site inspections, resident notifications, and securing of permits. Other work includes landscape clean-up at Cypress Cove, working on the bid docs for the Woody Invasive Removal Project, and working on details of the Eagle Scout project for additional bee boxes.
- The last treatment for algae and aquatic weeds for the pond at Ides Grove East was conducted on October 2, 2018.

Knitter concluded this month the Landscape Specialist, has worked on pruning and tree removals in various parks; weed removal at Janes Park; Sunnydale removals of existing landscape beds and installation of 255 - Prairie Drop seed, 210 - Day Lilies, 105 - Karl Forester, 9 - Apple Serviceberry, 5 - Black Hills Spruce, 3 - Regal Prince Oak, and 1 - Sugar Maple. Work at Sunnydale continues with mulching the planting beds and trees throughout the park. Staff also has worked on a minor landscape renovation to a few plant beds inside the park and conducted fall perennial/grass cut backs throughout all the landscape beds at Cypress, with the assistance of SWAP.

Golf Course

Evans began his report stating Village Greens hosted 1,329 rounds in October. YTD rounds totaled 28,570. Both figures continue to be significantly lower than historical averages. Rain early in the month caused the course to be closed for 6 days and without carts an additional 2 days, and 5 outings scheduled for October 5th - 7th were either cancelled or severely reduced. Estimated losses from that weekend alone are \$30,000.

Evans noted the Fairway conditions continue to improve as we recover from the disease we contracted, although complete restoration will not occur until late May 2019.

Evans concluded his report stating staff received the preliminary report from Visu-Sewer today, November 13th, detailing the condition and potential remedies for the main storm drain traversing the golf course. Staff will review the report and present the findings to the Board at the December Board meeting.

Recreation

Don Ritter began his report stating this year's Haunted Forest Walk did not experience the same beautiful weather that was enjoyed the past two seasons, but it wasn't bad with the exception of a "mini-blizzard" on Saturday afternoon. No

major issues occurred and staff did an outstanding job coordinating the volunteers and overall event. Below are the participation totals for the past five years:

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Friday Evening	865	1237	907	0	878
Saturday Afternoon	401	521	584	464	604
Saturday Evening	1092	1325	975	1242	1250
TOTAL	2358	3083	2461	1706	2732

Ritter continued his report stating the Fall Youth In-House Basketball League has 226 participants (179 Co-Ed & 47 Girls Division), up from last year's total of 190. One 4th grade Girls team from Lemont will also be playing in the league. For the 6th-8th grade Girls league, the District is looking to partner with Lisle and Downers Grove again this year to help run the league.

Ritter noted the Co-Rec Youth Volleyball League started league games on October 29th. Currently, we have 58 players on seven teams, up from last year's total of 50 players and five teams. This program is divided between grades 3rd-5th and 6th-8th.

Ritter mentioned the ARC will be the host for the Fall Finale Harvest Cup Soccer Tournaments on November 3rd- 4th for U11 teams and November 10th-11th for U12 teams.

Ritter added the Adult Pickleball Leagues continue to grow with a total of 15 teams currently participating.

Ritter stated the WSA Board has been actively looking for candidates to fill the Board vacancies for 2019. The General Membership meeting has been moved back to December to give the Board additional time in seeking potential candidates.

Ritter noted the District's annual "Coach of the Year" award will be presented to Jason Imrisek at the December Board meeting. A total of six (6) coaches were nominated among the fifteen (15) total submissions. Jason will also be recognized at the annual Volunteer Appreciation Celebration in March.

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

Ritter noted the Active Adult Crafting Club continues to expand as 23 people are now participating in making hats, scarves, mittens, etc. and donating their work to different charities.

Ritter stated the ARC Facility Rental income for the Turf Field and Gymnasium combined is up \$38,768.40 (172% increase) over last year at the same time.

Fitness Center visits October 2017 = 6,937 October 2018 = 8,113

Ritter added the monthly Membership Sales Report (January 2018– October 2018) is included in the Board packet for your review.

Ritter mentioned staff attended the annual SPRA Showcase event on November 7th at the Des Plaines Park District. This event allows attendees to watch entertainment acts and visit with exhibit hall vendors, which helps staff schedule entertainment for our Summer Concert Series, Jubilee, Indian Summer Fest, etc.

Ritter concluded his report offering congratulations to Ashley Rowden, Customer Service Supervisor, on her 2nd year anniversary with the Woodridge Park District (November 7th).

Aquatics

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

Rhodes noted that returning invites to Aquatic Staff finishing the 2018 season in good standing will be mailed out in December.

Rhodes mentioned the seasonal Aquatic Maintenance concluded work October 12, 2018.

Rhodes added the Aquatic Maintenance Supervisor has winterized the facility and is currently working on re-painting the lockers in the lifeguard locker room. Once the lockers are finished, the Aquatic Maintenance Supervisor will return to the general Maintenance Department for the District.

5.a. Rhodes asked Amanda Nichols to review the 2018 Aquatic Season Report. Nichols presented highlights of the 2018 season including:

- Attendance statistics including Downers Grove and Darien
- Season pass sales
- Concession revenue
- Audits for Life Guards
- Swim Lessons
- Group outings and parties
- Financial Analysis for the 2018 season including Projected Revenue and Expense reports for Funds 06 and 07
- 2019 Facility needs
- Outcome of the 2018 Aquatic Workshop held on November 1, 2018

Nichols continued by reviewing recommendations for the 2019 season.

5.b. Nichols concluded her report with an action item regarding abolishing the reciprocal facility / pass membership shared use arrangements with Downers Grove and Darien Park Districts and replace with a revised general pass membership fee schedule.

Nichols stated the Aquatic Department has been working on a recommendation in regards to renewing the current Cooperative Arrangements between Downers Grove Park District and Darien Park District. The Cooperative Arrangements were originally created out of the need to offer certain recreational opportunities to Woodridge, Downers Grove and Darien Park District residents. These recreational opportunities were opportunities (e.g. fitness, swimming, ice skating, etc.) not offered in the residents respective communities.

Nichols noted the arrangements targeted fitness facilities and aquatic facilities. The arrangements offered Woodridge Park District residents the opportunity to purchase fitness memberships at resident rates at Park District owned fitness facilities in Downers Grove and Darien. They also offered Downers Grove and Darien Park District residents the opportunity to purchase season passes to Cypress Cove at resident rates.

Nichols added with the addition of Woodridge Park District's Athletic Recreation Center (ARC), the Cooperative Arrangements with Downers Grove and Darien Park Districts no longer benefit the residents of the Woodridge Park District; in fact, it creates competition for the ARC. Furthermore, the requirements of the program, specifically the verification of park district residency status at each respective District, creates an additional layer of complication to the season pass registration process and customer service suffers as a result of that additional requirement.

Nichols mentioned despite the fact that Woodridge Park District no longer benefits from the fitness center aspect of the Arrangements, Cypress Cove has become dependent on the revenue generated from the Cooperative Arrangements which totals nearly 47% of annual season pass revenue.

Nichols stated the Aquatic Department seeks Board feedback to abolish the existing Cooperative Arrangement with Downers Grove and Darien Park Districts and revise the general (Non-resident) season pass rates to 15% greater than resident rates instead of the current 30% rate.

Nichols noted the realignment of general season pass rates would also bring Cypress Cove's rates in line with local comparable competing facilities' general rates which average \$332 for a family of 4.

Nichols added included with the report is a comparison of the current pricing structure and sales and the recommended pricing structure and projected sales (based on 2018 sales statistics).

Nichols mentioned subsequent to Board review, staff will notify the other park districts of the changes.

Nichols stated if the Board concurs with the recommendation, than the FYE2020 budget will reflect the revisions to be officially approved by the Board during the budget process.

Staff recommended the Board consider terminating the existing Cooperative Arrangement with Downers Grove and Darien Park Districts and revise the general (Non-resident) season pass rates to 15% greater than resident rates.

MOTION by Coleman and seconded by Cohen to move to terminate the existing Cooperative Arrangement with Downers Grove and Darien Park Districts and revise the general (Non-resident) season pass rates to 15% greater than resident rates.

AYES: Cohen, Coleman, Hohnke, Venouziou

NAYS: None

ABSENT: Mahoney

MOTION CARRIED.

Parks

6.a. John Karesh began his report with an action item seeking Board approval, for the purchase of a 2018 Toro MDX Utility Vehicle, CRP #18-07pc.

Karesh stated the 2011 Toro Workman is up for replacement based on current condition and in accordance with the approved Capital Replacement Program (CRP). This off-road unit is used on a daily basis to maintain the athletic fields and also serves as a go-to-carryall for different projects, which experiences extensive wear and tear.

Staff recommended the Board accept the Reinders Company's low qualified bid dated October 17, 2018 obtained through Sourcewell cooperative purchase program and approve a purchase order in the amount of \$11,055.31 for the purchase of a 2018 Toro MDX Workman utility vehicle, CRP #18-07pc.

MOTION by Coleman and seconded by Cohen to accept the Reinders Company's low qualified bid dated October 17, 2018 obtained through Sourcewell cooperative purchase program and approve a purchase order in the amount of \$11,055.31 for the purchase of a 2018 Toro MDX Workman utility vehicle, CRP #18-07pc.

AYES: Cohen, Coleman, Hohnke, Venouziou

NAYS: None

ABSENT: Mahoney

MOTION CARRIED.

6.b. Karesh continued with his next action item seeking Board approval, the purchase of 2018 Toro 3280 4WD 72" Grounds Mower, CRP #18-08c.

Karesh stated The 2011 Toro 7210Z mower and winter cab, blower & broom are scheduled for replacement per the CRP. The current condition of this unit is determined by the mechanic to be poor to fair. The mowing unit is used every day during the growing season in addition to blowing snow paths in the winter.

Karesh noted after assessing the overall condition and reliance on this unit, staff recommends replacing the current Toro 7210Z mower with a Toro 3280 4WD mower to efficiently complete park mowing operations. Staff also recommended equipping the new Ventrac tractor with a cab, snow blower and broom to complete snow removal operations.

Staff recommended the Board accept Reinders Company's low qualified bid dated October 17, 2018 obtained through Sourcewell Cooperative Purchase program and approve a purchase order in the amount of \$25,263.98 for the purchase of a 2018 Toro 3280 4WD mower with recycler deck.

MOTION by Coleman and seconded by Cohen to accept Reinders Company's low qualified bid dated October 17, 2018 obtained through Sourcewell Cooperative Purchase program and approve a purchase order in the amount of \$25,263.98 for the purchase of a 2018 Toro 3280 4WD mower with recycler deck.

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

6.c. Karesh's final action item seeking Board approval is the bid proposal acceptance of a Ventrac Cab, Blower & Broom, CRP#18-09pc.

Staff recommended the Board accept Burris Equipment's low qualified bid dated October 17, 2018 obtained through Sourcewell cooperative purchase program and approve a purchase order in the amount of \$16,823.15 for the purchase of Ventrac snow removal equipment to include the tractor cab, blower and broom.

MOTION by Coleman and seconded by Cohen to accept Burris Equipment's low qualified bid dated October 17, 2018 obtained through Sourcewell cooperative purchase program and approve a purchase order in the amount of \$16,823.15 for the purchase of Ventrac snow removal equipment to include the tractor cab, blower and broom.

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

6.d. Karesh continued with his final action item seeking Board approval the authorization to bid the Maintenance Facility Interior Office Improvements, CDP #18-04c.

Karesh stated Staff and the project architect (Williams Architects) are finalizing architectural details, specifications and material selections for the proposed improvements to the Maintenance Facility interior work spaces. The proposed improvements will provide additional computer work stations, improved layout of existing office workspaces, added file storage & cabinetry, and lunch/training room enhancements. The trades bid work will include flooring, electrical, general carpentry (cabinetry millwork) and painting.

Karesh reviewed the current architectural drawing which is being revised slightly based on final staff feedback.

The tentative project bid timeline is as follows:

- November 13, 2018 Authorization to Bid
- November 21, 2018 Notice to Bid Published

- December 5, 2018 Bid Opening
- December 11, 2018 Bid Acceptance & Contract Approval
- December 2018 & January 2019 Shop Drawing Review & Millwork Fabrication
- January – February Construction
- March 2019 Project Completion / Punch List

Staff recommended the Board authorize staff to bid the Maintenance Facility Interior Office Improvements, Project CDP #18-04c in accordance with the approved Capital Development Program.

MOTION by Cohen and seconded by Coleman to authorize staff to bid the Maintenance Facility Interior Office Improvements, Project CDP #18-04c in accordance with the approved Capital Development Program.

AYES: Cohen, Coleman, Hohnke, Venouziou

NAYS: None

ABSENT: Mahoney

MOTION CARRIED.

Karesh continued his report seeking Board feedback on discontinuing the installation of the portable ice rinks based on the following reasons:

- 1) Limited number of ice days available for skating due to inconsistency of days with continuous freezing temps;
- 2) Lack of ideal lighted sites with flat area to install ice rinks to provide safe and quality ice conditions (Forest Glen Park tennis courts cross slopes* created difficulty in maintaining ice due to overall depth and damage to ice rink containment system);
- 3) Minimal use by skaters due to the lack of available skate time and/or quality ice; and
- 4) Overall daily labor expense and annual ice rink equipment replacement costs (\$17,931); compared to limited available ice time. Detailed expenses were presented.

** Installation at Forest Glen Park is not recommended as the depth of the hockey rink ice due to the slope differential ranges from 6" inches to 22" inches deep. The family skate rink is about 8" inches sloping to 21" inches. The depth combined with continuous freeze/thaw cycles results in our inability to maintain consistent ice. Furthermore, the floating ice damages the liner system.*

Karesh noted there are numerous opportunities for skating opportunities in and around Woodridge which include but are not limited to: Seven Bridges Ice Arena, Darien Sportsplex and Downers Grove Ice Arena.

After some discussion, the Board was in agreement to discontinue the portable ice rinks.

Karesh continued his report stating crews are working on the following tasks: Janes concession building, irrigation system and drinking fountain winterization, Holiday light installation, Jane's southwest baseball field sodding project; cleaning & rotovating garden plots, removing goals, bleachers, and sodding of worn soccer turf areas.

Marketing

Megan Pettit began her report stating that the following information was posted on the web, in the Newspapers and on Facebook; Haunted Forest Walk, Full Moon Pumpkin Carve, Coach of the Year Nominations, Pickleball Clinics, Columbus Day & Halloween Open Soccer & Basketball, and October 26th ARC Fitness Member Guest Day.

Pettit stated the marketing department is assisting the fitness manager in promoting the Healthy for the Holidays program in conjunction with local chiropractor Dr. Clark. Marketing includes: posters and flyers at the facility, Facebook event, web posts and marquee listings.

Pettit noted the website project schedule was postponed due to the graphic designer's maternity leave. The RFP was originally scheduled to release in early September. Staff plan to release the RFP in mid-November, now with an option to quote an employee intranet.

Pettit concluded her report stating the Winter/Spring Activity Guide is currently in the 2nd round of draft changes. It will be uploaded to the printer on November 14th and delivery will begin on December 7th. The 2019 cover series will feature old park district pictures; specifically the Winter/Spring Guide will feature the 70s, the Summer Guide will feature the 80s and the Fall Guide will feature the 90s.

Safety Committee

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

Rhodes concluded her report by reviewing the Accident/Incident Report from October 2018.

CONSENT AGENDA

MOTION by Cohen, and seconded by Coleman to approve Consent Agenda item 1 for approval of minutes and Agenda Items 2 through 12 for Vendor Payment and Payroll Ratification for a total amount of \$809,063.32.

- 1. Regular Board Meeting Minutes October 9, 2018
- 2. Vendor Payment & Payroll Ratification Report (10/5/18-11/8/18)..... \$809,063.32
- 3. Visu-Sewer, Village Greens Storm Sewer Cleaning and CCTV Inspection Project, VGMS#18-01pc, Payout #1 (Final)..... \$14,400.00
- 4. Living Waters Consultants – Triangle Park, Engineering Consultant Services, CA #17-04pc, Payout #12..... \$6,000.00
- 5. Panther Rental Fence Co.- 83rd Street Park – Const. Fence, CDP#18-03pc-03, Payout #1 (Final) \$3,646.79
- 6. Randall Industries – Single Man Aerial Lift, MSP #18-12p, Payouts #1 (Final) \$8,522.00
- 7. Semper Fi Land Inc., Mem Park Landscape Improvement Project – Tree Removals, MSP#18-09pc-01, Payout #1 (Final)..... \$9,975.00
- 8. Steve Piper & Sons Inc., Mem. Park Landscape Improvement Project – Tree Installs, MSP#18-09pc-02, (Final)..... \$3,660.00
- 9. V3 Companies, Ltd. – 83rd Street Park – Eng. Services, CA#18-07pc, Payout #1 \$4,541.21
- 10. Victor Stanley – Lake Harriet, Carleton & Hawthorne Bench Purchase and Replacement, Payout #2 (Final)..... \$2,296.00
- 11. Visu-Sewer Village Greens Storm Sewer Cleaning and CCTV Inspection Project, VGMS#18-01pc, Payout #1 (Final)..... \$14,400.00
- 12. Williams Architects, Cypress Filtration System Renovation – Eng. Services, CA#18-01pc, Payout #4 \$900.06

President Hohnke requested a roll call.

Upon a roll being called

AYES: Cohen, Coleman, Hohnke, Venouziou

NAYS: None

ABSENT: Mahoney

MOTION CARRIED.

Executive Director's Report

F.1. a. Executive Director Mike Adams began his report with an action item regarding Resolution No. 18-18, A Resolution Approving an Intergovernmental Agreement between the Woodridge Park District and School District 68 for the Cooperative Use and Maintenance of School Buildings and Sites.

Adams stated the School and Park District approved a new IGA in September 2017.

Adams noted Woodridge School District #68 is planning to expand their Administrative Offices at their current location at 7925 Janes Avenue. In order to comply with Village code, SD#68 will have to accommodate additional parking demand. SD#68 is requesting a formal provision be added to the existing IGA to permit the sharing of parking use at Janes Avenue Park for any SD#68 overflow parking demand. Currently, the Park District permits overflow parking at Janes Avenue Park. The added language would formalize the practice and eliminate the School District from having to construct additional parking spaces. Because the parking demand would occur during office hours Monday thru Friday, there would be no conflict with parking demand since the park use is minimal during that timeframe.

Adams added the Park District is requesting language be added with regards to the use of pesticides on school property for areas the Park District is responsible for. This provision reflects current practices for the application of pesticides by both agencies.

Staff recommended the Board approve Resolution No. 18-18, A Resolution Approving an Intergovernmental Agreement between the Woodridge Park District and School District 68 for the Cooperative Use and Maintenance of School Buildings and Sites.

MOTION by Cohen and seconded by Coleman to approve Resolution No. 18-18, A Resolution Approving an Intergovernmental Agreement between the Woodridge Park District and School District 68 for the Cooperative Use and Maintenance of School Buildings and Sites.

AYES: Cohen, Coleman, Hohnke, Venouziou

NAYS: None

ABSENT: Mahoney

MOTION CARRIED.

Adams continued his report reviewing the 2018 Preliminary Tax Levy Extension Estimate. Adams stated The Tax Levy Ordinance levies and assesses the taxes of the Woodridge Park District. Based on State statute [Public Act 91-0523], at least 20 days prior to adopting the Tax Levy Ordinance, the Board of Park Commissioners must meet and formally determine the estimated amount of money to be levied in 2018 and extended in 2019. The District is required to hold a public hearing if the total levy exceeds 105% of the prior year levy.

Adams noted 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 added staff prepared for Board review and discussion the proposed levy amount. Subsequent to Board review and consideration, the 2018 Levy Ordinance will be prepared for Board action at the December Board Meeting. Per State Statute, the levy ordinance needs to be approved by the Board and filed at the County Clerk offices prior to the last Tuesday in December.

Adams reviewed 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.

Adams stated as of this writing, the Downers Grove Tax Assessor has not released the 2018 New Construction Report or estimated inflationary increase. The Lisle and DuPage Township Assessors have released their estimates. The below

information is staff's best guesstimate and is subject to change once the District receives Downers Grove Tax Assessor's estimates.

Adams added 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 \$1,246,527,613. 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 (TBD), 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 \$2,193,910,002. Refer to Exhibit E – Limiting Rate Calculations for more information.

Adams noted staff estimates the 2018 New Growth (new construction & annexations) EAV will slightly increase by approximately 7.5% compared to last year from \$14,016,355 to \$15,071,050. Developments contributing to the new construction EAV include but are not limited to: Pulte Homes Uptown Residential Subdivision & Commercial Development (80 Unit Row Homes & 33,700 SF Retail / Construction In-progress), Gallagher & Henry Farmingdale Unit 26 Subdivision (107 Lot single family residential / Construction In-Progress), Fox Wood Estates (17 Lot single family residential / Construction In-Progress), Pine Hill Estates (4 Lot single family residential), Main Street at Seven Bridges (Lots 3, 4 & 19 / 4,055 SF / Approved), M/I Homes Woodview Townhomes (53 Unit Townhomes / Construction In-progress), AMITA Health (Under Construction), Severb Warehouse, 41,000 SF Facility (Construction In-Progress), 2501 Internationale Parkway Speculative Office Warehouse (Construction In-Progress), Boughton Woodward Plaza - Lot 1 (Under Review), 2379 Davey Road Office-Warehouse (Under Construction), DMV Transportation (Under Review), and Midwest Badminton, 25,000SF Facility (Under Review). For comparison, the previous new growth three year annual average equaled \$12,419,382; previous five year annual average equaled \$10,122,735 and previous ten year annual average equaled \$9,522,364.

Adams mentioned staff's estimated preliminary actual 2018 total levy is \$6,961,674 a 2.86% increase compared to last year's full extension of \$6,768,105. The 2.86% is based on the tax cap consumer product index (CPI) of 2.1% plus an increase to capture any new construction assessed valuation.

Adams stated staff's recommends requesting a total levy for all funds in the amount of \$7,047,604 for the 2018 levy extension, which is 4.15% higher than 2017's actual levy extension. Staff estimates the 2018 requested levy extension increase for corporate property tax levy plus the special purpose levies (SRA Fund) will be 4.815%, which will not exceed 5% and therefore will not require the Truth in Taxation public hearing as required by State Statute.

The District would extend the levy to the maximum rate allowed (*as previously authorized by the Woodridge residents*) in the Corporate Fund (.35 cents) and Recreation Fund (7.5 cents). However, because of the CPI cap of 2.1% and estimated increase in new growth, there is no reason to balloon the levy extension above 5% this year. Staff estimates the 2018 total tax rate to be .5585 compared to the 2017 tax rate of .5695 a decrease of nearly 1.1 cents (.011). The rate decrease is primarily attributed to the EAV inflationary increase of 3.64% and new growth EAV. It is important to note, if the Board elected not to approve the 2.1% CPI increase (\$109,391) for the 2018 levy, the estimated 20 year net effect of not levying the \$109,391 would be \$1,259,290 based on a constant future 1.5% annual CPI increase. Property tax receipts received on average account for approximately 50%+/- of total Park District revenues received annually.

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 staffing and capital improvements. Subsequent to assessing park and recreation needs determined from results of the 2017 Community Survey, a 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 project, 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.) in accordance with the District's Capital Development Program (CDP).

Adams concluded pending any final levy adjustments per Board discussion and public comment, staff recommends approving the levy ordinance at the December 11, 2018 Regular Board Meeting.

F.2.b. Adams noted the FYE2019 Goals & Objectives, 2nd Quarter are included in the Board report for review.

COMMITTEE REPORTS

SEASPAR –

G.1.a. Mike Adams briefly reviewed the Annual Financial Report Year Ended May 31, 2018.

G.1.b. Adams noted the SEASPAR Board of Directors approved the 2018 Levy at the October 16, 2018 Board Meeting. The levy backup information (projected budget) was submitted to the Park Board for review.

Adams stated the total SEASPAR levy approved was \$1,597,723. Woodridge Park District's portion of the levy is \$180,610 compared to last year's levy of \$190,142, which is a 5.01% decrease. The decrease is primarily due to the reassessment of Cook County properties resulting in a redistribution of the levy amount amongst the SEASPAR members.

Staff recommended the Board ratify approval of the SEASPAR 2018 Levy of \$1,597,723 which includes Woodridge Park District's levy share amount of \$180,610.

MOTION by Coleman and seconded by Cohen to ratify approval of the SEASPAR 2018 Levy of \$1,597,723 which includes Woodridge Park District's levy share amount of \$180,610.

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

JUBILEE – Rhodes reviewed the 2018 Jubilee Event Recap. Rhodes stated Jubilee 2018 went well, even with the hot temperatures. A decision was made to cancel the carnival for Sunday, June 17th due to the forecasted hot temperatures, thus the event lost revenue from carnival ticket sales.

Rhodes noted beverage sales went well. Using the wine bottles did not cause a problem for the servers, easy to pour and serve.

Rhodes stated a copy of the projected Revenue/Expense Report for Jubilee is included along with a detailed report on the payout computation for the Jubilee Carnival.

Rhodes added for Jubilee 2019 – 50th Anniversary Woodridge Park District staff is working with Skeleton Key Brewery and Ike & Oak Brewery to create an anniversary beer for Jubilee. Staff from Skeleton Key want to try and forage for natural berries in District parks for the beer ingredients.

Rhodes mentioned we are also working on a giveaway for the first 1000 attendees each night, to be given away at the beer tent, TBD.

Rhodes concluded her report stating staff will be completing a brainstorming exercise at the Annual All Staff Meeting for new ideas to consider integrating into next year's event.

PDRMA – No report.

EX-OFFICIO REPORT

1. Plan Commission – Adams reviewed highlights of the report which was included in Board packet.
2. Chamber of Commerce – No Report.
3. Affiliated Athletic Associations – No Report.

OLD BUSINESS

Adams reviewed the Project Status - Intergovernmental Cooperation Agreement Regarding Recreational Use between the Woodridge School District 68 & Woodridge Park District (Jefferson Athletic Facility)

Adams stated the initial project cost estimate provided by the School District's construction manager/engineering project team came in well above the School District's budget due to unforeseen work (e.g. existing storm sewer replacement, grade issues), extent of design and product selection. The project team recently completed a value engineering exercise to revise project scope/design and costs, which were reviewed by staff from both agencies on November 5, 2018. Subsequent to the value engineering meeting, the CM will be updating a revised estimate. Even with the value engineering savings, the project cost still exceeds the original project budget. However, School District staff believes the revised estimated project costs are within a reasonable range for funding and based on other school capital projects coming in under budget may recommend to let the project to bid, subject to School Board review and approval.

Note, the Park District's contribution of \$750,000 toward the project remains the same.

Adams noted staff from both agencies collectively agreed for the School District to postpone approving the IGA for the Jefferson Jr. High Athletic Facility (approved by Park Board on 10/9/18) until the School District agrees to move forward with the project at the time construction contracts are approved.

Adams concluded the School District staff will be updating the School Board at Monday's (11/12/18) school board meeting.

NEW BUSINESS

None.

AJOURNMENT

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

MOTION by Coleman and seconded by Cohen to adjourn the Regular Board Meeting of November 13, 2018 at 9:09pm.

ALL AYES. MOTION CARRIED.

Respectfully submitted.



Jack Mahoney, Secretary