



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, Ritter, Rhodes, Webber. Absent: Commissioner Coleman and Megan Pettit.

OTHERS PRESENT: None.

PUBLIC PARTICIPATION: President Hohnke reviewed the procedures for Public Comment Concerning the Approval of an Ordinance Levying and Assessing Taxes for Tax Year 2017 for Calendar Year January 1, 2018 through December 31, 2018. Mike Adams noted that all information from the November Board Meeting regarding the Levy was posted on the website and no comments were received. President Hohnke stated all persons desiring to be heard had the opportunity to present written or oral testimony. There was no public comment.

#### PRESIDENT'S REPORT

C.1. President Hohnke began his report by reviewing the Regular Board Meeting Calendar for 2018. President Hohnke noted that all meetings will be held on the second Tuesday of each month and will begin at 7:00 p.m. Based on no objections from the Board, President Hohnke requested approval of the Regular Board Meeting Calendar for 2018.

MOTION by Mahoney and seconded by Duffy to approve the 2018 Regular Board Meeting Calendar.

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

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

President Hohnke continued his report offering congratulations to Mary Kasprzycki, Finance Assistant, for receiving the "Public Employee of the Year;" award.

President Hohnke also offered congratulations to Glenn Hussey, Park Maintenance Supervisor for 15 years of service to the Woodridge Park District.

President Hohnke called for a Special Board Meeting, January 23, 2018 @ 6:00 p.m. for the presentation of the 2017 Community Survey Results.

C.3. President Hohnke concluded his report with an action item seeking Board Approval of a BINA Hearing Series 2018 G.O. Limited Tax Bond. President Hohnke stated Per the Bond Issuance Notification Act, a public hearing is required prior to the issuance of General Obligation Tax Park Bonds. The District currently has approximately \$570,000 in BINA authority to issue bonds, which will not cover the 2018 G.O. Limited Bond of \$864,643.

Adams reviewed that in discussions, with the District's Placement Agent, Eric Anderson from Piper Jaffray, he recommended increasing the authority to \$2,500,000 in order to issue bonds for the next three (3) years for the non-referendum bonding authority to provide the revenue source for the payment of certain outstanding Debt Certificates of the District and to make payments to the Village of Woodridge, Illinois, pursuant to an intergovernmental agreement for park purposes with said Village. This direction will eliminate the costs of having to schedule additional public hearings for

non-referendum bond issues anticipated for 2018, 2019 and 2020. The District needs to complete the following actions in compliance with statutory waiting periods prior to and after the BINA hearing and to file bond ordinances in order for the Counties to levy the property tax equal to the District's available non-referendum bonding authority, according to the following timeline:

December 12, 2017 Regular Board Meeting: Approve Resolution No. 17-21, Calling for Public Hearing (BINA) Concerning the intent of the Board of Park Commissioners to sell \$2,500,000 General Obligation Limited Tax Park Bonds

January 09, 2018 Regular Board Meeting: hold BINA Public Hearing.

February 13, 2018 Regular Board Meeting: consider approving an Ordinance providing for the issue of General Obligation Limited Tax Park Bonds, Series 2018A, of the Woodridge Park District, DuPage and Will Counties, Illinois, and for the levy of a direct annual tax to pay the principal and interest on said bonds.

Adams concluded that it is important to note, that the District will only be permitted to issue bonds in an amount allowed within the District Debt Service Extension Base (DSEB) authority and ability to pay existing debt service. The Board must approve each proposed bond issuance by ordinance.

Staff recommended the Board approve Resolution 17-21, A Resolution calling for a public hearing on January 9, 2018 concerning the intent of the Park Board to sell not to exceed \$2,500,000 General Obligation Limited Tax Park Bonds to provide the revenue source for the payment of certain outstanding Debt Certificates of the Park District and to make payments to the Village of Woodridge, Illinois, pursuant to an intergovernmental agreement for park purposes with said Village.

MOTION by Duff and seconded by Mahoney to approve Resolution 17-21, as noted above.

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

## STAFF REPORTS

### Finance

1a. Chris Webber began his report with an action item, requesting Board consideration to authorize an Engagement Letter for the 2018 Limited Tax Park Bonds & potential \$1.5MM Debt Certificates for Village Greens Golf Course. Webber stated in accordance with Municipal Securities Rulemaking Board (MSRB) Rule G-17 the District must acknowledge and designate a placement agent providing any advice concerning the structure, timing, terms, and other similar matters concerning the issuance of contemplated debt issuances. It is important to note that an underwriter is not an independent Municipal Advisor. Piper Jaffray has successfully served as a Placement Agent for the District for numerous past debt issuances.

Piper Jaffray represented by Eric Anderson is intimately knowledgeable of the District's operations, capital assets, long term capital projects, and financing means.

The following debt issuances are being considered for issuance in 2018:

- 1) Series 2018 General Obligation Limited Tax Park Bonds (\$865,000) – Town Centre Property Acquisition & ARC Development.
- 2) Village Greens Golf Course Debt Certificates (\$1.5MM) – Golf Course Irrigation System \$1.1MM & Clubhouse Patio Cover Expansion \$400K (TBD)

MOTION by Duffy and seconded by Mahoney to accept Piper Jaffray & Co. Engagement Letter to Serve as Placement Agent for a fee not to exceed 0.75% of the gross proceeds on all sales for the Contemplated Sale of 2018 General Obligation Limited Tax Park Bonds (\$865,000) & Village Greens Golf Course Debt Certificates (\$1,500,000) – TBD

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

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

1.b. Webber continued his report with an action item regarding the IRS Section 125 Cafeteria Plan – Premium Only. The District maintains this plan which allow the District to deduct insurance premium co-payments from employee wages on a pre-tax basis. The plan also saves the District FICA taxes since the gross payroll is reduced before employer FICA is applied. As in prior years due to changing laws, the District's plan sponsor, WageWorks, has provided an amended and restated plan for the 2018 plan year.

Staff recommended adoption of the 2018 Amended and Restated Section 125 Premium Only Plan Document.

MOTION by Mahoney and seconded by Cohen to adopt the 2018 Amended and Restated Section 125 Premium Only Plan Document.

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

Webber continued his report stating the District has collected 99.68% of the \$6.57MM Tax levy.

Webber included in his report the October financials for Board review. Webber noted that October marks the 6<sup>th</sup> month of the District's Fiscal Year – all expenses are currently well under budget.

Webber mentioned staff is currently recruiting for various positions – Customer Service Coordinators (2), Scorekeepers, Court/Turf Attendants, Rope Court Attendant, and Camp Site Director for 4<sup>th</sup> & 5<sup>th</sup> Grade for summer of 2018. Staff has filled the Part-Time Custodian position and Fitness Guest Services position.

Webber noted a new procedure has been developed for criminal background checks for new hires and volunteers to enter their own information on the SSCI website to initiate a background check. Feedback has been positive thus far.

Webber concluded his report stating staff has completed all domain names and services out of recently retired Superintendent of Finance's name to the new Superintendent and IT Technician. Staff is in the process of developing procedures for email communications for Customer Service and Guest Services employees which staff feel will provide a better and timelier service to residents.

### Planning

2a. Jenny Knitter began her report requesting Board consideration to approve the purchase of benches and picnic tables at Lake Harriet, Lake Carleton, and Hawthorne Hill Woods.

Knitter stated staff completed research and narrowed down site furnishing selections to replace and add new benches at Lake Harriet (5 - Replacement), Lake Carleton (4 - New), and Hawthorn Hill Woods/Woodridge Drive (4 – Replacement (2 with back & 2 without backs)). The current benches are 25 years old and have been retrofitted for repairs often due to

wood slat failures as well as other issues. The new benches proposed have a streamlined clean classic look that will last a long time. Staff is also planning to incorporate the recycled plastic slats to promote longevity of these benches. Additionally, staff also recommended the purchase of two (2) ADA accessible tables to be installed at the Lake Harriet fishing pier overlook area.

MOTION by Duffy and seconded by Mahoney to accept Victor Stanley's proposal dated 12/06/17, for the purchase and delivery of the above described site furnishings in the amount of \$21,623.00, for Lake Harriet, Lake Carleton, and Hawthorne Hill Woods Bench Purchase/Replacement Project.

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

Knitter continued her report with the following information regarding Community Center Hardscape Improvement Project, ADA #17-01pc. Knitter stated work began on November 30<sup>th</sup>. On December 2<sup>nd</sup>, the main front entrance was closed and patrons were redirected to the front west doors. Demo of existing walks and curbs near the front entrance along with resetting of pavers and installation of truncated domes and depressed curbs will be completed this week. Additional accessible paths were installed on the west and north sides of the building in accordance with ADA Transition Plan standards.

Knitter noted all field work is complete and plans were just received this week for the Hawthorne Hill Woods – Topographic Survey, CA#17-05pc.

Knitter mentioned staff will be reviewing the report completed by ILM to finalize a specification for the purchase and installation of the Lake Harriet Pond Maintenance Project – Fountain Purchase and Installation, CDP #17-02pc-05. The RFP will be completed this month and sent to contractors. Staff plans to present the results of the RFP for Board consideration at the January Board Meeting.

Knitter stated staff met with the Contractor, Utility Dynamics, for a pre-construction meeting regarding the Lake Harriet Pond Maintenance Project – Electrical Service Addition, CDP #17-02pc-04. Knitter noted all submittals have been provided to AMSCO engineering for their review and approval. Materials have been ordered and lead times are expected to arrive in January. At that time, construction start will be weather dependent.

Knitter added, per the request of the Board, staff requested a cost proposal to install electrical receptacles for holiday lighting along Woodridge Drive at Lake Harriet. The cost included the following:

- Furnish and installation of 810' of conduit and wire
- Furnish and installation of 8 weatherproof GFCI receptacles and covers
- Furnish and installation of controls and photocells
- Total Cost .....\$17,317

Staff recommended the District plan for this electrical addition in conjunction with any potential future path/pedestrian lighting projects at the site and coordinate as an original part of the project scope. This is expected to reduce the cost as the electrical cabinet and shop drawings were already approved at the time of this requested proposal which may have increased these costs.

Knitter concluded her report stating Living Waters Consultants submitted the permit application to Army Corp of Engineers on November 3, 2017 for the Triangle Park Restoration Project – Engineering Consultant Services, CA #17-04pc. The goal is to work with the Army Corp to determine if there are any issues with the plan as they review. The entire review process is expected to take 7-9 months approximately ending in August, 2018 (although history has shown that permits can be delayed as long as 1 year).

Tentative Construction Timeline:

- Bid Project March – April 2018
- Board Approval May, 2018
- Permit Review Complete August, 2018
- Construction Begins September, 2018
- Construction Completion December, 2018
- 

Knitter updated the Board regarding grant received and yet to be applied for this project:

- Grants Awarded to date:

<u>Agency</u>	<u>Grant Award Received To-Date</u>
Total Project Costs:	\$1,071,000 (includes engineering services)
CDBG-DR	(\$ 400,000)
IEPA	<u>(\$ 384,600)</u>
Local Share Balance	\$ 286,400

- Other Grants being pursued as Local Match submitting this month:

<u>Agency</u>	<u>Grant Award Amount Requested</u>
a. DuPage Co. WQIP	\$ 90,000
b. DuPage County Fee in Lieu Funds	\$ 38,000
<u>c. KD-SWCD</u>	<u>\$ 22,500</u>
Potential Additional Funds:	\$150,500

Local share balance remaining if above grants are awarded: \$135,900

Golf Course

Brandon Evans began his report stating 576 rounds were played in November, which is down significantly from the historical average. Despite mild temperatures all month, we continued to notice the effects of the poor October weather, as many people had stopped playing earlier in the season.

Evans noted the golf course is being prepped for winter. Course accessories are being brought in, snow mold preventer is being applied, and processing the termination documentation of seasonal employees.

Evans mentioned staff is working with 3<sup>rd</sup> party vendors such as Plant Nite and DIY Sign Party to promote facility usage during winter months.

Capital Projects – Evans stated staff is assessing finance options based on Course’s ability to pay annual debt service payments to complete some of the following projects previously discussed with the Board:

In order of importance based on golf course staff feedback:

- 1) Clubhouse Patio improvements
- 2) Concrete Pad & Renovations to relocate new fridge and freezer outside of kitchen
- 3) Maintenance yard improvements
- 4) Bunker drainage/renovations
- 5) Irrigation Phase 2

Evans concluded his report stating staff will update cost estimates and create a Five Year CDP/CRP plan for Board consideration. Options being considered, which may entail a mix of options, include but are not limited to: WPD Corporate

Fund no-interest loan, Debt Certificates, Bank Loan, etc. Staff will work with Eric Anderson from Piper Jaffray, subject to approval of an Engagement Letter (see Executive Director's Board Report), to identify and recommend the most feasible options.

#### Recreation

4.a. Don Ritter began his report asking Julie Rhodes to review the Recreation Program Report.

Rhodes stated this report covers details from (May 2016 – April 2017) including participation and revenue trends. Rhodes reviewed the Recreation Program Highlights, Net Profit Margin Analysis, and the Program Evaluations Summary. Rhodes noted the entire report is included in the Board packet for review.

Adams noted this report does not include the ARC statistics, which will be presented to the Board as a separate report.

4.b. Ritter continued his report with an action item seeking Board approval of the Athletic Recreation Center (ARC) Fee Schedule Revision. Ritter stated the Board previously approved an updated fee schedule for the ARC at the April 11<sup>th</sup> Board meeting. Included in the Board packet is a revised fee schedule to include new rates for the rental of batting cages, ¼ turf field (once the new divider is installed), Park District program discount, and a change to the In-Season/Off-Season dates.

Staff recommended the Board approve the revised ARC Fee Schedule dated 12/12/17.

MOTION by Duffy and seconded by Cohen to approve the revised ARC Fee Schedule dated 12/12/17.

AYES: Cohen, Duffy, Hohnke, Mahoney

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

Ritter stated Early Bird Registration for WSA Spring Soccer season is scheduled for January 13<sup>th</sup>, January 17<sup>th</sup> and January 20<sup>th</sup> at the ARC.

Ritter mentioned during the Thanksgiving weekend, the ARC hosted a basketball and soccer tournament. The basketball tournament had a total of eighteen (18) teams participate for boys and girls grades 4<sup>th</sup> – 7<sup>th</sup>. The soccer tournament was for Boys U15-18 and Girls U19 with a total of fourteen (14) teams registered. Soccer tournaments for additional age groups were also held on December 2<sup>nd</sup>-3<sup>rd</sup> as well as one scheduled for December 9<sup>th</sup>-10<sup>th</sup>.

Ritter noted the Future Pros Soccer Camp was held during Thanksgiving break (November 20<sup>th</sup> 22<sup>nd</sup>) and nineteen (19) kids were enrolled. He added the Indoor Travel Soccer League (Boys U9-U12 & Girls U10-U12) is scheduled to begin on January 6<sup>th</sup> and currently forty-one (41) teams are registered.

Ritter stated the ARC held an Open Ropes Course on November 26<sup>th</sup> with seven participants registered. A Ropes Course Birthday Party was also scheduled on December 2<sup>nd</sup> and fourteen (14) kids participated.

Ritter mentioned in an effort to build an ongoing relationship with the seniors, staff will be meeting with Village staff to discuss scheduling presentations throughout the year to provide our seniors with pertinent village information and an opportunity to ask questions.

Ritter noted the annual Golden Years Holiday Celebration is scheduled for December 14<sup>th</sup> at Seven Bridges Golf Club.

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

Ritter added the letters for our annual Santa's Nice List program will be sent out the week of December 11<sup>th</sup> and currently thirty-four (34) kids are registered.

Ritter mentioned the Winter Wonder Camp is back and will be held December 27<sup>th</sup> – 29<sup>th</sup> and January 3<sup>rd</sup> – 5<sup>th</sup> at the ARC.

Ritter reviewed the total combined ARC Fitness Membership sales which currently stand at 2,764 with 173 of those adding Group X memberships. 137 Group-x punch cards and 81 Open Play punch cards have been purchased. 418 members and 21 non-members have purchased personal training sessions to date. Of our currently active 2,256 members, 114 are Track only members. Revenue from Daily Pass Sales to date totals \$13,813. Revenue generated from the new Silver Sneakers and Prime memberships have totaled \$3,904.50.

Ritter stated staff continues to be busy with the conversion to the new Active-Net registration software. The District did go live on November 15<sup>th</sup> and overall the conversion has gone well. Staff is now working through some issues as we prepare for the Winter/Spring registration scheduled for December 13<sup>th</sup>. In order for our participants to receive resident rates, they need to verify their residency with (depending on their age), current photo ID, birth certificate, and an acceptable form of proof of residency. Acceptable forms include utility bill within the last 2 months, current property tax bill, mortgage/rental agreement, or verification of address on the DuPage County parcel view website. Staff has received some pushback from residents who feel the District already has much of their information in the system and it is an inconvenience for them to come in and verify this information again. Ritter noted, anytime you start up a new system, you always want to have the most current family account information. The District did a similar process with the startup of the Class registration system back in 2004. We do give our residents 30 days for proof of residency and identification.

#### Aquatics

5.a. Julie Rhodes began her report asking Jenny Knitter to review the action item regarding the Cypress Cove – Pool Liner Purchase & Installation Project, ACDP #17-01c.

Knitter stated staff requested bids for the pool liner installation project. Work included in the base bid is as follows:

- Site preparation and PVC Pool membrane system purchase and installation for the Main Pool, Lazy River (including slide), Plunge Pool and Program Pools.
- Purchase and installation of stainless steel compression flanges for all pools except for Lazy River where it's not needed
- Zero depth gutter grate replacement at the Main Pool and Lazy River.

Knitter noted staff opened bids on Friday, December 8<sup>th</sup> at 10:00 a.m. from the following bidders:

<u>Contractor Name</u>	<u>Base Bid</u>	<u>Alternate Bid #1*</u>
Aquatic Renovation Systems, Inc.	\$390,963.53	\$7,750.00
Natare Corporation	\$572,623.00	\$5,750.00

\*Alternate Bid #1 is for the application of a custom facility logo in the zero depth section of the main pool.

Projected schedule is noted below:

- Authorization to Bid November 14, 2017
- Bid Let November 22, 2017
- Bid Opening December 8, 2017
- Board Recommendation/Contract Approval December 12, 2018
- Review Shop Drawings December 13-31, 2017
- Construction starts for stainless crew Late Jan/Early Feb, 2018
- Construction starts for liner crew March 1, 2018
- Substantial Completion May 1, 2018

Staff recommended the Board accept Aquatic Renovation Systems, Inc., as the low qualified bidder based on the Contract Base Bid excluding alternate bid #1 and approve a contract in the amount of \$390,963.53 for the Cypress Cove – Pool Liner Purchase & Installation Project, ACDP #17-01c.

President Hohnke asked where the money is coming from to fund this project. Adams replied the Capital Development fund as previously approved by the Board authorizing the appropriation at the previous meeting.

Commissioner Mahoney asked about the previous painting contractor's responsibilities to comply with the existing contract. Knitter stated a letter will be sent to him with requirements that need to be completed or will note further legal action may be considered if conformance is not agreed to. Knitter added that in the letter a timeline is included and must be adhered to.

MOTION by Duffy and seconded by Mahoney to accept Aquatic Renovation Systems, Inc., as the low qualified bidder and approve a contract in the amount of \$390,963.53 (excluding alternate bid #1), for the Cypress Cove – Pool Liner Purchase & Installation Project, ACDP #17-01c.

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

AYES: Cohen, Duffy, Hohnke, Mahoney

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

Adams informed the Board, staff consulted with William's Architects in addition to a recommended pool contractor to review the condition of the existing filtration systems at Cypress Cove. Adams noted most of the filters visually appear to be in satisfactory condition, except for one (1) filter unit that was originally moved from Hobson Pool and is currently being used for the Program Pool. This filter is starting to deteriorate resulting in leaking, which is a sign that replacement is imminent. Staff will pursue a master plan regarding future replacement of the filter systems, so that funding can be earmarked accordingly.

Rhodes continued her report stating staff has met with AMSCO engineering and is finalizing the design for the replacement of the Cypress Cove – Bathhouse Water Heater. Staff will present the Board with the final design and request authorizing staff to bid the project at the January Board Meeting.

Rhodes stated returning invitations for 2018 Aquatic Seasonal Staff were mailed out on November 29<sup>th</sup>.

Rhodes mentioned that applications for employment at Cypress Cove will be available beginning January 3, 2018 at the ARC, Community Center and online. Interviews will begin in March, coinciding with local school districts' spring breaks and various days off. Deadline for accepting applications will be February 23, 2018.

Rhodes concluded her report noting that the Aquatic Department is currently working on the 2018/19 Aquatic Budget, the 2018 Fee Schedule, and the Three Year Projected Budget. Expected completion is the end of January.

### Parks

6.a. John Karesh began his report with an action item regarding the 2017-2018 Natural Areas Burn Management Services, MSP #17-10pc. Karesh stated three (3) original quotes were obtained to complete prescribed burns at Orchard Hill, Vincente D, & Duke St. The burns are planned to be completed prior to May 1<sup>st</sup>. Added to the original quote is pricing to include Vincente Outlot E, Heritage Parkway & Vincente Outlot A. These added locations were previously approved as part of Homer Tree Service contract, however Homer Tree has informed the District that they no longer have a certified



burn manager on staff and therefore are unable to fulfill the terms of the contract. With the favorable pricing from McGinty the District's is able to include these burns in McGinty's contract. The prescribed burns reduce invasive species and stimulate native species growth.

	<b>McGinty</b>	Pizzo	ENCAP	Tallgrass	V3
Orchard Hill	<b>\$3,675</b>	\$4,400	\$5,000	\$4,766	N/A
Vicente D	<b>\$4,200</b>	\$6,300	\$6,500	\$7,546	\$6,300
Duke Street	<b>\$2,700</b>	\$4,400	\$5,400	\$3,390	\$5,500
<b>SubTotal</b>	<b>\$10,575</b>	\$15,100	\$16,900	\$15,702	\$11,800
Vicente E	<b>\$3,800</b>				
Heritage Parkway & Vicente Outlot A	<b>\$6,500</b>				
<b>Total</b>	<b>\$20,875</b>				

Staff recommended the Board ratify the Executive Director's decision to approve McGinty Brothers, Inc. proposal in the amount of \$20,875.00 for the 2017-2018 Natural Areas Burn Management Services, MSP #17-10pc to complete prescribed burns at Orchard Hill Park, Vincente A,D, & E Outlots, Heritage parkway & Duke Street Park District locations.

Commissioner Duffy asked when the burns will be done. Karesh replied in the spring, weather pending.

MOTION by Cohen and seconded by Duffy to ratify the Executive Director's decision to approve McGinty Brothers, Inc. proposal in the amount of \$20,875.00 for the 2017-2018 Natural Areas Burn Management Services, MSP #17-10pc to complete prescribed burns at Orchard Hill Park, Vincente A,D, & E Outlots, Heritage parkway & Duke Street Park District locations.

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

Karesh continued his report stating all of the Soccer goals, bleachers, cans and benches have been brought in for the winter season. All of soccer goal mouths that were in need of attention are being repaired as weather permits.

Karesh noted that the holiday lights along Center Drive and around the administration office are in place. This process took about two (2) weeks to complete.

Karesh mentioned that the Toro riding mowers are being converted to snow blowers and sweepers are nearly complete. This task requires the removal of the mowing decks and installing cabs, blowers and sweepers. The plows for the 4x4 trucks are also being installed for the winter season.

Karesh noted that as ice develops on the lakes, crews will remove general information signs and install the ice safety signs located in the permanent standing information signs.

Karesh mentioned that the temporary ice skating rinks are being set up on the Forest Glen Park tennis courts for this winter season. This central location provides lighting and parking for the upcoming skate season.

Karesh concluded his report stating that on December 19<sup>th</sup> Glenn Hussey will be celebrating fifteen (15) years of service with the Woodridge Park District.

Marketing

In Megan Pettit absence, Adams noted there are no action items, and the FYI's are included in the Board report for review.

Administration

Adams stated staff is seeking Board feedback on the proposed concept of transitioning to electronic/digital board packets.

Adams added in order to save on staff time it takes to copy, collate and compile the reports, as well as save money on copier ink and paper, staff asks for board consideration to transition from paper board packets to electronic board packets.

Adams stated instead of receiving a traditional paper board packet every month, a PDF of the board report would be uploaded the Park District's FTP site where the board could then access it and review it. Staff could investigate the costs of purchasing Tablets/i-Pads for board members and set them up so they could view the packets electronically and have the ability to take notes as they are reviewing the materials.

Staff asked for Board feedback on the proposed concept.

After some discussion, the Board was in favor of the concept. Adams stated staff will research pricing and will come back to the Board for further discussion and consideration

Safety Committee

Rhodes stated the December Safety Briefs were emailed to the staff on December 1, 2017.

Rhodes concluded her report by reviewing the Accident/Incident Report for November 2017.

CONSENT AGENDA

MOTION by Duffy and seconded by Mahoney to approve Consent Agenda Items 1-2 for approval of minutes and Agenda Items 3 through 19 for Vendor Payment and Payroll Ratification for a total amount of \$1,450,286.29.

1. Special Board Meeting Minutes .....	September 12, 2017
2. Regular Board Meeting Minutes .....	November 14, 2017
3. Vendor Payment & Payroll Ratification Report (11/10/17-12/07/17) .....	\$1,450,286.29
4. 3F Corporation, ARC Aluminum and Glass, CDP#117-01c-07, Payout #2.....	\$40,500.00
5. Anthony Roofing Tecta America, ARC Roofing, CDP#17-01c-06, Payout #2.....	\$39,914.82
6. Corporate Construction Services, Athletic Recreation Center, Construction Management Services, CVA#14-01pc-02, Contract Amendment No. 1 (Expansion), Payout #8.....	\$21,400.00
7. Excel Electric, ARC Expansion – Electrical, CDP#17-01c-13, Payout #5.....	\$8,833.63
8. Geocon Professional Services – ARC Expansion – Testing Services, CA#17-02pc, Payout #4 .....	\$315.00
9. Hargrave Builders, ARC Carpentry/Gen Trades, CDP#17-01c-05, Payout #5 .....	\$19,347.30
10. Jensen's Plumbing, ARC Expansion – HVAC Expansion/Mechanical, CDP#17-01c-12, Payout #5 .....	\$14,251.50
11. Jensen's Plumbing, ARC Expansion – Plumbing, CDP#17-01c-11, Payout #4 .....	\$2,826.00
12. Jimmy Z Masonry Corp., ARC Expansion – Masonry, CDP#17-01c-03, Payout #3 .....	\$1,773.00
13. Living Waters Consultants – Triangle Park, Engineering Consultant Services, CA#17-04pc, Payout #5.....	\$5,000.00
14. R.J. Thomas Mfg. Co., Inc., ARC Expansion – Park Shelter Picnic Tables, Payout #1 .....	\$12,968.00
15. Shambaugh & Son, L.P., ARC Expansion – Fire Protection, CDP#17-01c-10, Payout #2 .....	\$1,056.60
16. Williams Architects, Athletic Recreation Center – Architect Consultant Services, CA#14-01pc-01 -Contract Amendment No. 3 (ARC Phase 2 – Architectural Services), Payout #12 .....	\$4,865.00
17. UMB Bank, G.O. Limited Tax Refund Park Bond, Series 2015B.....	\$374,631.25
18. UMB Bank, Debt Certificates, Series 2015C.....	\$157,293.75
19. UMB Bank, Debt Certificates, Series 2014 .....	\$333,268.75

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. Adams began his report with an action item seeking approval of Resolution No.17-22, a Resolution authorizing the Secretary of the Board of Commissioners to make certain closed session meeting minutes available for public inspection.

Adams noted that per the Illinois Compiled Statues, the Board is required to review closed session minutes twice per year. Typically, the Park Board reviews closed session minutes in June and December. This resolution identifies the closed session minutes authorized or not authorized by the board for public inspection.

Staff recommended the Board approve Resolution No. 17-22, a Resolution Authorizing the Secretary of the Board of Commissioners to Make Certain Closed Session Meeting Minutes Available for Public Inspection.

MOTION by Duffy and seconded by Mahoney to approve Resolution No. 17-22, A Resolution Authorizing the Secretary of the Board of Commissioners to Make Certain Closed Session Meeting Minutes Available for Public Inspection.

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

1.b. Adams next action item seeking approval is Resolution No. 17-23, a Resolution Regarding the Destruction of Verbatim Records of Certain Closed Session Meetings.

Adams stated that per the Open Meetings Act of the Illinois Compiled Statues, the Board may destroy verbatim recordings eighteen (18) months after completion of the meeting. The closed session minutes were previously approved to be released for public inspection per Resolution No. 16-10 and the proposed Resolution No. 17-23 to be considered at the December 12, 2017 Board Meeting and none are subject to any administrative or judicial proceeding.

MOTION by Duffy and seconded by Mahoney to approve Resolution No. 17-23, a Resolution Regarding the Destruction of Verbatim Records of Certain Closed Meetings.

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

1.c. Adams next action item seeking approval was an Ordinance pertaining to the 2017 Tax Levy Extension Estimate (FYE2019 Budget Year).

Adams stated staff prepared for Board review and discussion the 2017 Levy Ordinance. 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 noted the following are the necessary steps the Board must follow according to State Statutes (35 ILCS 200/18 seq.) in order to levy for property taxes each year:

1. The District must determine the amount of money, exclusive of election costs, to be raised by the property tax at least 20 days prior to adopting the new levy ordinance.

Adams added the following steps depends on whether levy request exceeds previous year's levy by 105%. Based on the proposed 2017 levy ordinance, the levy will not be greater than 105% of the preceding year's levy and therefore requirements 2-4 listed below are not required per the Truth in Taxation Act, however the Board may still elect to conduct a public comment period.

2. The District must hold an open, public hearing prior to passing a new tax levy ordinance that is estimated to be greater than 105% of the preceding year's levy.
3. The District must provide notice of the hearing in a newspaper at least 7, but no longer than 14 days before the hearing.
4. At the hearing, the board must explain the reasons for the proposed increase and permit individuals the opportunity to present testimony within reasonable time limits set by the board.
5. At the time the District files its tax levy ordinance with the county clerk, it must also file a certificate signed by the district's president that certifies that there has been compliance with the requirements of the act or that the act is inapplicable.

Adams reviewed the following levy highlights:

Adams stated 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 \$1,200,880,899. The estimated EAV is an increase of 5.54% from last year's EAV of \$1,137,890,528. The average previous three (3) year annual EAV change was 2.97%. The EAV is based on preliminary information provided by the Lisle, Downers Grove, and DuPage Township Assessor offices. This is the third consecutive year the EAV is expected to increase since the 2014 Levy Year.

Adams added staff estimates the 2017 New Growth (new construction & annexations) EAV will increase approximately 50% compared to last year from \$10,867,250 to \$16,295,385. Developments contributing to the new construction EAV include but are not limited to: Pulte Builder's Timbers Edge Single Family Housing Development, Gallagher & Henry's Farmingdale Unit 26 Single Family Housing Development, Fox Wood Estates Single Family Housing Development, Seven Bridges Uptown Multi-Family Coach Home Development, Cedar Hill Residential Development, Woodhill Addition Commercial Development, Union Pointe Phase 4 Commercial Development, and 1201 International Parkway Commercial Development. For comparison, the previous new growth three (3) year annual average equaled \$10,902,973; previous five (5) year annual average equaled \$8,198,092 and previous ten (10) year annual average equaled \$11,197,488.

Adams noted staff's estimated preliminary actual 2017 total levy is \$6,759,760 a 2.85% increase compared to last year's full extension of \$6,572,455. The 2.85% is based on the tax cap consumer product index (CPI) of 2.1% plus an increase to capture any new construction.

Adams stated staff recommends requesting a total levy for all funds in the amount of \$6,834,177 for the 2017 levy extension, which is 3.982% higher than 2016's actual levy extension. Staff estimates the 2017 requested levy extension increase for corporate property tax levy plus the special purpose levies (SRA Fund) will be 4.665%, which will not exceed 5% and therefore will not require the Truth in Taxation public hearing as required by State Statute.

Adams mentioned 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 2017 total tax rate to be .5629 compared to the 2016 tax rate of .5776 a decrease of nearly 1.5 cents (.0147). The rate decrease is primarily attributed to the EAV inflationary increase of 4.1% and new growth EAV. It is important to note, if the Board elected not to approve the 2.1% CPI increase (\$105,858) for the 2017 levy, the estimated 20 year net effect of not levying the \$105,858 would be \$1,767,859 based on a constant future 1.5% annual CPI increase.

Adams noted property tax receipts received on average account for approximately 50%+/- of total Park District revenues received annually. Adams reviewed the impact based on the average Woodridge home value, which is approximately a \$7 increase.

Adams stated the proposed levy increase is recommended in order to maintain the current level of services primarily due to projected inflationary costs for overall operations and to meet current demand for capital improvements. Subsequent to assessing park and recreation needs determined from results of the 2017 Community Survey, a 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 added pending any final levy adjustments per Board discussion and public comment staff recommends approving the levy ordinance at the December 12, 2017 Regular Board Meeting.

MOTION by Duffy and seconded by Cohen to approve Ordinance #17-13, An Ordinance Levying and Assessing Taxes of the Woodridge Park District, DuPage and Will Counties, Illinois, for Tax Year 2017 for the Calendar Year January 1, 2018 through December 31, 2018.

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

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

1.d. Adams next item seeking Board approval was Ordinance #17-14, An Ordinance establishing fees and charges for District facilities, services and programs.

Adams stated that in an effort to systematically review and approve fees and charges on an annual basis for District facilities, services and programs, staff recommends the Board review the current ordinance and re-adopt an ordinance in 2017 for the 2018 calendar year.

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

Staff recommended the following revision:

*The Executive Director or designate, may waive or reduce fees for room-rentals if such a waiver or reduction is deemed in the best interest of the District, for a specific public benefit or other governmental uses as may be available and within normal hours of operation.*

Staff recommended the Board approve Ordinance #17-14, An Ordinance Establishing Fees and Charges for Use of District Facilities, Services, and Programs of the Woodridge Park District.

MOTION by Duffy and seconded by Mahoney to approve Ordinance #17-14, An Ordinance Establishing Fees and Charges for Use of District Facilities, Services, and Programs of the Woodridge Park District.

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

1.e. Adams next action item seeking approval was Ordinance No. 17-15, an ordinance declaring vehicles/equipment no longer useful and authorize the sale of subject property.

Adams stated Village Greens Golf Course (VGGC) golf cars are due to be traded-in for the lease/purchase of new golf cars. Therefore, staff recommends the Board approve an ordinance to dispose of sixty-one (61) golf cars itemized on Exhibit 'A' of the Ordinance to be traded in for a total amount of \$125,400 to Harris Golf Cars Sales & Service.

Staff seeks Board authorization to dispose of the surplus property.

MOTION by Duffy and seconded by Mahoney to approve Ordinance No. 17-15, Determining Personal Property No Longer Necessary or Useful to the Woodridge Park District and Authorizing Its Conveyance or Sale (2 – 2004, 29 - 2009 & 30 - 2010 Golf Cars).

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

1.f. Adams continued with his next action item seeking Board approval was an Ordinance to adopt a Sexual Harassment Policy.

Adams noted on November 16, 2017, the Governor signed SB 402 / Public Act 100-0554 (Cullerton, J. / Madigan, M.) into law.

The new law is primarily intended to impose new sexual harassment training and other requirements on legislators, state employees and registered lobbyists. One provision of the new law also amends the State Officials and Employees Ethics Act to require units of local government to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment.

Pursuant to the new requirements, a local government's sexual harassment policy must include, at a minimum:

- i. a prohibition on sexual harassment;
- ii. details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Department of Human Rights;
- iii. a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the Ethics Act, the Whistleblower Act, and the Illinois Human Rights Act; and

iv. the consequences of a violation of the prohibition on sexual harassment and the consequences for knowingly making a false report.

The legislation is effective immediately and requires the policies to be in place within 60 days. This means that review and adoption of the ordinance or resolution will be needed prior to January 15, 2018.

Adams noted the District's existing Anti-Discrimination & Harassment Policy has all the provisions required by the public act with the exception of one provision shown on the attached policy on page 3, 1<sup>st</sup> paragraph.

Staff recommended the Board approve Ordinance No. 17-16, An Ordinance Approving a Sexual Harassment Policy.

MOTION by Cohen and seconded by Mahoney to approve Ordinance No. 17-16, An Ordinance Approving a Sexual Harassment Policy

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

1.g. Adams next action item seeking approval was an Ordinance to adopt new Bus Driver job description and revised Sexual Harassment policy in accordance with State statutes.

The following proposed revised policies are as follows:

8.3.40.2.13 Bus Driver Job Description (New) – the Recreation Department is in need of a bus driver to drive the Park District bus when on trips outside of Woodridge for safety reasons. Currently, the Rec Supervisor drives the bus, however when bus parking is not at the location of the trip destination, it becomes problematic in that the Supervisor gets separated from the group in order to park the bus at a remote location. This is typical when traveling to downtown destinations. The recommendation is to hire a bus driver in these situations, so that, the Supervisor can remain with their group. The payroll expense will be absorbed by the program fees requiring the driver.

8.8.6 Anti-Discrimination & Harassment Policy (Revised) – On November 16, 2017, the Governor signed SB 402 / Public Act 100-0554 (Cullerton, J. / Madigan, M.) into law.

The new law is primarily intended to impose new sexual harassment training and other requirements on legislators, state employees and registered lobbyists. One provision of the new law also amends the State Officials and Employees Ethics Act to require units of local government to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment.

The District's existing Anti-Discrimination & Harassment Policy has all the provisions required by the public act with the exception of one added provision shown on the attached policy on page 3, 1<sup>st</sup> paragraph.

Staff recommended the Board approve Ordinance No. 17-17, An Ordinance Adopting Revisions to the Woodridge Park District Job Description, Personnel and Comprehensive Policies and Procedures Manual (8.3.40.2.13 Bus Driver Job Description (New) & 8.8.6 Anti-Discrimination & Harassment Policy (Revised).

MOTION by Cohen and seconded by Mahoney to approve Ordinance No. 17-17 as noted above.

AYES: Cohen, Duffy, Hohnke, Mahoney  
NAYS: None

ABSENT: Coleman  
MOTION CARRIED.

1.h. Adams final action item sought Board approval of additions 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.

Per staff's recommendation to add a Bus Driver to drive the bus for recreation programs, the part-time salary range is \$13.00 - \$18.00 based on market rates.

Staff recommended the Board approve revisions to the FYE2018 Salary and Wage Range to include the salary ranges for the Bus Driver (PT2).

MOTION by Duffy and seconded by Mahoney to approve revisions to the FYE2018 Salary and Wage Range to include the salary ranges for the Bus Driver (PT2).

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

Adams continued his report asking Jenny Knitter to review the following information regarding the Athletic Recreation Center.

F.2.a. Knitter began with an action item seeking Board approval of Security/Alarms Purchase and Installation Project CDP#17-01pc-19 for the ARC Expansion. Knitter stated that staff requested a proposal for the purchase/delivery/installation of the following Security/Alarm changes to accommodate for the new MAC Gym and 3 alarmed doors:

- Remove existing wireless receiver and relocate to MAC Gym
- Move existing wireless point modules to 2 of 3 new alarmed door locations
- Supply and Install new point module to 3rd alarmed door location.
- Supply and Install 6 new door contacts (1 for each double door location)
- Programing, testing, technical support

MOTION by Cohen and seconded by Mahoney to accept Midco, Inc.'s., proposal dated 12/06/17, for the purchase, delivery, and installation of the above listed security/alarm needs for the ARC MAC gym in the amount of \$2,815.50, to secure the entire building under one system.

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

F.2.b. Knitter's next action item was regarding the ARC Expansion – Surveillance Cameras Purchase and Installation Project CDP #17-01pc-20.

Knitter stated staff requested a proposal for the purchase/delivery of the following additional cameras:

- 4 cameras in the MAC Gym
- 1 camera at the dumpster area
- 1 camera in Group X
- 1 permanent remounting of camera from building face to parking lot light



- Upgrades in the camera software storage for review of past footage

MOTION by Cohen and seconded by Mahoney to accept Griffon Systems, Inc.'s., proposal dated 11/09/17, for the purchase, delivery , and installation of the above listed additional cameras needed for the ARC MAC gym and other ARC areas in the amount of \$7,950.00, to provide additional building surveillance as noted.

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

CHANGE ORDERS:

Knitter stated in accordance with Illinois Compiled Statutes under the Park Code, resolutions are required to approve change orders when the amount of a series of change orders either increases or decreases the amount of a contract by \$10,000 and/or extends the contract by 30 days. The following are recommended resolution approving change orders for the respective contract agreements as well as a recommended change order.

Staff recommended the Board approve each of the following Resolutions specifying the change order amounts decreasing or increasing respective contract agreements by \$10,000:

F.2.c. Resolution No. 17-24, A Resolution Authorizing a Change Order in Regard to Athletic Recreation Center – Expansion, Excavation, CDP #17-01c-01 (Kendall Excavating & Septic, LLC), Involving an Increase in the Contract Price in Excess of \$10,000.00.

MOTION by Mahoney and seconded by Duffy to approve Resolution No. 17-24, A Resolution Authorizing a Change Order in Regard to Athletic Recreation Center – Expansion, Excavation, CDP #17-01c-01 (Kendall Excavating & Septic, LLC), Involving an Increase in the Contract Price in Excess of \$10,000.00.

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

F.2.d. Resolution No. 17-25, A Resolution Authorizing a Change Order in Regard to Athletic Recreation Center – Expansion, Concrete, CDP #17-01c-02 (M/M Peters Construction, Inc.), Involving an Increase in the Contract Price in Excess of \$10,000.00.

MOTION by Cohen and seconded by Mahoney to approve Resolution No. 17-25, A Resolution Authorizing a Change Order in Regard to Athletic Recreation Center – Expansion, Concrete, CDP #17-01c-02 (M/M Peters Construction, Inc.), Involving an Increase in the Contract Price in Excess of \$10,000.00.

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

Knitter continued her report reviewing the following Contract Updates:

Athletic Recreation Center - Status

Staff worked with the Construction Manager to coordinate contractors completing punch list items related to the ARC warranty walk through.

ARC Expansion - Park Shelter - Picnic Tables Purchase, CDP #17-01pc-18

Twenty (20) picnic tables were delivered in late November and will be assembled this winter.

ARC Expansion - Park Shelter – Trash/Recycling Receptacle Purchase Project, CDP #17-01pc-19

Still awaiting delivery of two (2) trash/recycling containers to service the park shelter area.

ARC Expansion – Park Shelter Purchase Project, Cooperative Purchases not in Bid, CDP# 17-01c-17

Delivery of the shelter occurred on 12/06/17.

ARC Expansion – Park Shelter Construction Project – change orders

Excavation began on November 8<sup>th</sup>. Electrical wiring was installed from the building to the shelter. Concrete installation began in late November and was completed on December 4<sup>th</sup>. Final grading and the shelter installation are scheduled for this month, pending weather. Masonry and plant installations will occur in spring.

Knitter concluded her report reviewing the Athletic Recreation Center – Expansion Contracts  
Progress to date:

- CPI Panel install completed 11/15
- Temp Doors 11/15
- Public Sidewalk & Curb Poured 11/15
- 1st and 2nd floor drinking fountains installed 11/16
- Temp. start-up of radiant heat system 11/17
- Sidewalks and stoops poured 11/17
- Fire protection piping & hydro test conducted 11/17
- Sewage ejector pump & piping 11/20
- Existing aluminum door removed, reversed, and reinstalled 11/21
- New scoreboard and camera junction boxes installed 11/22
- Drywall hung 11/27
- Fire stopping at joists 11/28
- Remaining concrete sidewalks & depressed curbs poured 11/29
- Drywall tape & sand 11/28 – 11/30
- Metal ductwork 12/01
- Wood & FRP Doors delivered 12/06

Schedule:

- Composite metal panels 11/20-12/15 (on hold due to issue with color not matching other panels)
- Duct socks 12/11-12/15
- Light Fixtures, Fans, Sensors 12/11-12/15
- Low Voltage 12/11-12/19
- Fire Alarm 12/11-12/19
- Electrical Devices/Trim 12/11-12/15
- RTU Start-up & HVAC Controls 12/15-12/29
- Fire Protection tie into existing 12/18
- Lockers, Benches, Fire Extinguisher Cabinets 12/18-12/26
- Storefront & Glazing 12/18-12/21
- LVT Flooring 12/20-12/26
- Wood Acoustical Panels 12/26-1/3
- Athletic Equipment Installation 1/2-1/6

### Community Survey Update

F.3.a. Adams stated as of November 7, 2017, 616 surveys have been returned, which exceeds the targeted minimum of 500 survey results. Ron Vine indicated they are scheduled to close down the survey on 12/8/17 unless they get one last big push of returns, which if that happens, the survey will close on Monday, 12/11/17.

Results are being tabulated and are scheduled to be completed in time for a recommended Special Board Meeting to be held on January 23, 2018 at 6:00 p.m.

### 2018 Woodridge Mini Triathlon Partnership Consideration w/ Woodridge Rotary Club

F.3.b. Adams stated the Woodridge Rotary Club has hosted the Mini Triathlon since 2000. The Woodridge Park District Executive Director has served as the event's Race Director for the past ten (10) years for which the event has significantly grown in participation over the years (from approximately 80 to a high of 800+ athletes) and is now recognized at Chicagoland's LARGEST Mini Triathlon. The event was the primary reason the State of Illinois awarded Woodridge with the Hometown Award.

Adams noted in order for the event to succeed, the Rotary Club relies heavily on the District for significant organizational and management support to include but not limited to: free rental of Cypress Cove facility, ARC Program Space, parking lots, equipment, and labor for set up and life guards. Net proceeds from the event go to support many of Rotary's charitable causes to include the Recreation Program Financial Scholarship program which provides financial assistance to residents in need wanting to enroll in recreation programs at significantly reduced fees.

Adams added in order to further grow the event and reduce the work load, the Executive Director proposed to the Rotary Club to partner with the Park District to take over a majority of the management responsibilities and in turn split the operating net proceeds between the two organizations – estimated based on current net approximately \$5,000/each. The benefit to the District would be to increase the pool of funds dedicated to the Recreation Program Financial Scholarship program, which would further increase available funds to distribute each year to needy recipients. Furthermore, we've asked the Club to consider increasing the maximum annual amount anyone family could receive from the program from \$200/year to \$300/year.

Adams stated besides the benefit of increasing the Recreation Program Financial Scholarship fund, the quality of the event can be significantly enhanced by delegating the responsibilities to the District's professional staff. This would allow staff to dedicate work time to the event and delegate workload to the District's staff that have the necessary resources, skills and talents to take the event to another level for the net result of increasing participation and give the District recognition for managing the event.

Adams added that event enhancements anticipated include but are not limited to: increased marketing exposure through the District's various marketing mediums, new event website development, social media presence, event branding, sharing of participant data cross marketing purposes, added program amenities during the event, etc.

Adams stated if the partnership were to proceed, he recommends the revenues and expenses be administered by the Park District for quality control. Subsequent to the event, a check for the event's net proceeds would be sent to the Rotary Club. The Club would then dedicate 50% of the proceeds towards the Recreation Program Financial Scholarship fund.

Adams concluded that staff is seeking Board feedback and concurrence with regards to officially partnering with the Rotary Club. If there's a concurrence to proceed, staff will draft a Memorandum of Understanding or an agreement detailing responsibilities and specifics to be approved by both organizations.

Commissioner Cohen stated he is in agreement with the partnership.

President Hohnke asked if the Rotary Club will still be involved. Adams replied yes (volunteers, sponsors, etc.).

Commissioner Duffy asked if this will be a big impact on the staff. Adams replied that if we divide responsibilities, it won't be a big impact.

After further discussion, the Board was in agreement to proceed to the next steps.

#### COMMITTEE REPORTS

SEASPAR – No Report.

JUBILEE – No Report.

PDRMA –

- a. Adams reviewed the 2017 Risk Management Project Grant program \$500 award, which was given to the ARC for the wall pad in the turf field surrounding the fire extinguisher cabinets.
- b. Adams reviewed the 2017 Loss Control Review Report – Accreditation. Adams thanked Julie Rhodes for all her hard work to complete this review and obtain Accreditation status, which results in minimizing any losses.

#### EX-OFFICIO REPORT

1. Plan Commission – Adams noted developments as listed on the Village's website.
2. Chamber of Commerce – No Report
3. Affiliated Athletic Associations
  - a. Woodridge Soccer Association (WSA) – No Report
  - b. Woodridge Athletic Association (WAA) – No Report

#### OLD BUSINESS

I.1. Reconsider Park Board's decision regarding Village of Woodridge's proposed use of 4 acres of Town Centre property for facility development.

Adams stated at the September Board Meeting the Park Board approved a motion to reject the Village's request to use four (4) acres of the Town Centre property for development of a Village facility and adhere to the approved Town Centre Master plan.

Adams noted since that meeting, the Village staff recently approached the District seeking the District's reconsideration of use of four (4) acres of the Town Centre property for the development of a new Police Station. They cited they have been unsuccessful with their efforts to reasonably acquire property for a new facility.

Adams stated the Village proposed to the District as an offer for use of the four (4) acres an initial investment in the development of the Town Centre community park. The Village believes the community would obviously benefit more by designating the funds towards development of the community park rather than towards land acquisition for single purpose facility development. The Village also offered taking ownership of Triangle Park after the storm water improvement project was completed.

The Board discussed for consideration various minimum conditions as well as potential resolution of other previous matters between the agencies that would best serve the community if the proposal were to move forward. Commissioner Duffy would like the staff and Board to prioritize a list of terms and conditions before presenting to the Village for negotiations. President Hohnke would like a timeline included for the funding of the Town Centre community park.

MOTION by Duffy and seconded by Cohen to rescind the motion made on September 12, 2017 to reject the Village of Woodridge's request to use four (4) acres of the Town Centre property for development of a Village facility and adhere to the approved Town Centre Master Plan.

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

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

MOTION by Duffy and seconded by Cohen to authorize staff to negotiate the terms of an Intergovernmental Agreement relating to the potential development of four (4) acres of the Town Centre property for a Village of Woodridge Police Station to be considered subsequent to a public process initiated by the Village of Woodridge to gather public feedback on the proposed use of subject property and whereas such terms shall specify fair and reasonable compensation to the Woodridge Park District to include but not limited to an initial investment for the development of the Town Centre community park and transfer ownership of various properties to be determined that ensures the best interests of the community are served.

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

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

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 regular Board Meeting of December 12, 2017 at 9:35pm.

ALL AYES. MOTION CARRIED.

Respectfully submitted.



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Jack Mahoney, Secretary