

WOODRIDGE PARK DISTRICT  
Regular Board Meeting  
January 9, 2018



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

PUBLIC PARTICIPATION: None.

#### PUBLIC HEARING

A Public hearing concerning the intent of the Board of Park Commissioners to sell not to exceed \$2,500,000 General Obligation Limited Tax Park Bonds.

President Hohnke stated the reason for the Public Hearing is to receive public comments on the proposal to sell not to exceed \$2,500,000 General Obligation Tax Park Bonds in accordance with the Bond Notification Issuance Act.

President Hohnke asked the Board of Commissioners if they had any comments or concerns they would like to present. None were presented.

President Hohnke stated all persons desiring to be heard will have the opportunity to present written or oral testimony. There was no public participation or written testimony presented.

MOTION by Mahoney and seconded by Duffy to adjourn the Public Hearing.

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

AYES: Cohen, Duffy, Hohnke, Mahoney

NAYS: None

Absent: Coleman

MOTION CARRIED.

#### PRESIDENT'S REPORT

President Hohnke began his report reminding everyone of the Special Board Meeting, January 23, 2018 @ 6 p.m. for the Review of Community Survey Results by Ron Vine & Associates.

President Hohnke called for a Special Board Meeting/FYE 2019 Budget Workshop, on Saturday, April 21, 2018 @ 8 a.m. at the Community Center.

President Hohnke mentioned that the IAPD/IPRA Conference will be held January 18-20, 2018.

President Hohnke concluded his report stating the Village of Woodridge/ State of the Village meeting will be held February 8, 2018 @ 7:30 a.m.

#### STAFF REPORTS

##### Finance

1.a. Chris Webber began his report with an action item regarding the Exchange Server Migration from 2007 to 2016 version. Webber noted the current exchange server is the 2007 version and has a hard limit of 250 GB, of which the District is currently using over 230 GB. If this were to reach the full capacity the District email would not work. The upgrade will increase storage space on the server and allow staff to create additional email for new staff as previously discussed at prior meetings. This project is scheduled to be completed within the next month and will cost \$7,965.

Staff requested Board approval of Sterling Network Integration's proposal dated 11/6/17 in the amount of \$7,965 for the upgrade of the exchange server.

MOTION by Duffy and seconded by Mahoney to approve Sterling Network Integration's proposal dated 11/6/17 in the amount of \$7,965 for the upgrade of the exchange server.

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

AYES: Cohen, Duffy, Hohnke, Mahoney

NAYS: None

Absent: Coleman

MOTION CARRIED.

Webber continued his report stating since a compilation report is no longer required for Village Greens, staff will prepare a modified general ledger close along with a profit and loss statement for the 12 month period ended December 31, 2017. This information should be available in late February. Audited financial reports for Village Greens will continue to be prepared along with the comprehensive financial reports for the District at the close of the fiscal year, April 30, 2018.

Webber mentioned the District has collected 99.91% of the \$6.57MM Tax levy. All collections for the 2016 (levy year) should be complete by the end of January.

Webber noted the November financials are included in the Board report for review. Webber added that November marks the 7<sup>th</sup> month of the District's Fiscal Year – all expenses are currently under budget. This report includes charts which better illustrates year over year results by Fund.

Webber stated that payroll data for the calendar year 2017 has been reconciled and end of year payroll reports and W2 information submitted for printing to our vendor. Deadline for issuance and reporting of this information is January 31<sup>st</sup>. Additional IRS reporting for 2017 is required for compliance with the Affordable Care Act. The data is currently being compiled for the reporting deadline of March 31, 2018. Reporting of non-employee compensation to our accounts payable vendors on Form 1099 is in process and expected to be completed by January 31<sup>st</sup>. The IRS filing deadline for 1099's is February 28<sup>th</sup>. Federal and State W4 forms and emergency contact forms have been updated for all employees per our annual schedule. Additionally, employee records were updated for new deduction amounts and tax tables updated for 2018 rates prior to the first payroll of 2018.

Webber mentioned staff is in the process of transitioning the District's Success Factor's change over to in-house performance evaluations. Staff is currently auditing the prior review files, reprinting any missing forms and transferring information into the new format. The security of the performance evaluations will be implemented in a new archive documentation software called PowerDMS. See information under the Administrator's report.

Webber added staff is working on other projects as well – obtaining the updated labor posters from a new vendor, finalized payroll deduction sheets for 2018 benefits and filling open positions.

Webber concluded his report stating staff completed the installation of the new ASA which will provide added security to the network and was discussed and approved at previous board meetings.

### Planning

2.a. Jenny Knitter began her report with an action item regarding the Community Center Hardscape Improvement Project, ADA #17-01pc. Knitter stated back in mid-December, the contractor completed the original scope of work designated to completed items identified in the ADA transition plan related to concrete and pavers. While completing this work, additional pavers were displaced and required resetting to result in a smooth transition among the plaza. This change order #1 accounts for the addition of 160 square feet of additional pavers to be removed and reset.

Staff recommended the Board approve Change Order #1 to D & J Landscape, Inc.'s contract for a net increase in the amount of \$3,020.00 for the Community Center Hardscape Improvement Project, ADA #17-01pc to reset additional pavers to ensure a smooth transition in the Community Center plaza.

MOTION by Mahoney and seconded by Cohen to approve Change Order #1 to D & J Landscape, Inc.'s contract for a net increase in the amount of \$3,020.00 for the Community Center Hardscape Improvement Project, ADA #17-01pc to reset additional pavers to ensure a smooth transition in the Community Center plaza.

AYES: Cohen, Duffy, Hohnke, Mahoney

NAYS: None

Absent: Coleman

MOTION CARRIED.

Knitter continued her report stating as planned for and identified in the CDP, staff worked with ILM to finalize a recommendation to alleviate the excessive algae issues at Lake Harriet and Ide's Grove East Park retention pond. They indicated that Lake Harriet would be enhanced by a subsurface water aeration system. Staff will work to finalize the specifications for the purchase and installation of this type of system in the next few weeks and will seek proposals for the purchase and installation of the system.

Knitter mentioned the order has been placed and is currently being fabricated for the Lake Harriet, Lake Carleton, and Hawthorne Hill Woods Bench Purchase/Replacement Project. Once we have a delivery date, staff will convey expected delivery.

Knitter noted the materials have been ordered and lead times are expected to arrive in January for the Lake Harriet Pond Maintenance Project – Electrical Service Addition, CDP #17-02pc-04. At that time, construction will be weather dependent.

Knitter stated a letter has been sent to DuPage County officially requesting fee-in-Lieu grant funding in the amount of \$38,000, for their review and consideration for the Triangle Park Restoration Project – Engineering Consultant Services, CA #17-04pc.

Knitter concluded her report stating the DuPage County Water Quality Improvement Program Grant was submitted in December for Triangle Park. The District is requesting \$90,000 of grant funding from this source. The District should hear the outcome of application in spring of 2018.

#### Golf Course

Brandon Evans began his report stating recent technological advancements & requirements, changes in consumer behavior, and the proliferation of 'mobile' customer service as the new rule rather than the exception necessitated the review of our current POS and Tee Sheet Systems to determine whether the course had the requisite tools to expand the database and marketing efforts, create an efficient and service-orientated operation, and capitalize on opportunities for long term growth and profitability.

Evans noted staff has been researching vendors, trends and options for three (3) years. With the ARC and other priority commitments throughout the District, the necessary resources and timing haven't been available to make a change in vendors prior to this date. After conducting an internal needs assessment for POS and Tee Sheet functionality, a thorough review of several leading vendors, and committing to a change in marketing and operational philosophy, staff has determined that GolfNow has the best set of solutions to allow us to achieve our objectives.

Evans added to pay for those tools, as well as expand the database and the reach of our marketing exposure, the course will continue to use the same inventory exchange program that we've had in place with both GolfNow and EZ Links (our current vendor) for the past 7 years. We will allow GolfNow to attempt to resell two of our non-prime time tee times, with a

pricing floor established, in lieu of payment. In addition, a critical component of our operation is the 24 x 7 call center to answer phone calls for reservations on behalf of Village Greens which had been provided by the existing vendor. GolfNow also has a reputable 24 x 7 call center included in the pricing model.

Evans mentioned the decision to migrate from the Course's existing vendor was based on three (3) factors: 1) The system had some reliability and reporting issues that resulted in operational challenges from time to time; 2) The system hadn't really changed from a technological perspective in seven (7) years, and other vendors (and by extension their clients) have been able to adapt faster to changes in consumer and operational behavior; and 3) The marketing and CRM tools in the existing system are antiquated and don't allow the Course to utilize marketing efforts to its full advantage.

Evans stated staff firmly believes that the GolfNow G1 system and components will allow the Course to maximize marketing assets, technology efficiencies, and operational savings. Below is a summary of features and benefits we expect to gain/achieve as a result of the migration from EZ Links to G1:

#### G1 Tee Sheet & Point-Of-Sale:

- Cloud-based connectivity from any internet-connected device.
- Seamless social media management and communications.
- Portability and ease of paperless transaction.
- Employee tracking, inventory, total control of the tee sheet – all with tablet or smartphone usage.

#### GolfNow Marketplace presence:

- Continued presence on the world's largest online tee time distribution platform.
- Over 750k rounds booked in the Chicago Market in the last year.
- GolfNow Central training and access; we are in control of all inventory and marketing aspects of our business from one central hub.

#### GolfNow 4.0 Booking Engine that allows golfers to book on our website 24/7:

- Established and proven interface for easy customer book-to-tee sheet.
- Data capture to GolfNow Central database specific to Village Greens.

#### GolfNow Answers Reservation Service:

- Professional operators offering 24/7 live phone bookings for Village Greens.
- Database cultivation, expansion, and enhanced data collection.
- No down time with "always open" service.
- Monthly performance reports.
- Focus on the Golfers in our shop and on the course while the Answers Team fields our phone calls.

#### GolfNow Plus Brand:

- GolfNow Plus Vision
- Custom auto-pricing technology enabled in GolfNow Central.
- Reputation listening technology, complete with daily Brand Alerts every time VGW is mentioned online.
- Social Media Monitoring.
- Brand & Marketing Specialist to assist with online reputation, ratings & reviews, and overall social media and email marketing workflow.

#### Payment:

- As you are aware, we are currently offering 2 partner times per day, both at 50% Revenue Share with Village Greens for Marketplace presence with GolfNow.
- We are happy to offer all of the above services to be included at 2 trade times per day, 100% due to GolfNow, with a 3 year agreement and all hardware included. No out of pocket costs to Village Greens.

Note: Both the existing vendor and GolfNow currently receive 2 tee times each (8 players per vendor per day) in lieu of cash payment. Eliminating the current vendor would reduce the amount of 'trade times' per day to just 8 players. The Course can always choose to use EZ Links as a third party vendor under a commission based model.

Evans stated subsequent to final vetting by Administration, Finance, and legal to assess integration into the District's financial systems, an implementation scheduled will be finalized.

Evans noted the weather has been too cold to initiate outdoor tree pruning and removal efforts. Crews will resume once conditions allow us to do so.

Evans concluded his report stating the Clubhouse has a handful of non-golf catering and food and beverage events scheduled for January and February, including Pallet Paint Night on January 16<sup>th</sup>.

### Recreation

Don Ritter began his report stating Winter Youth Basketball League will begin game play on January 27<sup>th</sup>. Currently, 270 players are enrolled (281 registrants last year) which will allow for a total of 33 teams participating.

Ritter mentioned the Indoor Travel Soccer League begins league play on January 6<sup>th</sup> and a total of forty-one (41) teams will be participating (38 teams last year).

Ritter added the Indoor Soccer House League will begin league play on January 20<sup>th</sup> with fifteen (15) teams participating (20 teams last year).

Ritter noted the ARC hosted a New Year's Challenge Basketball Tournament on January 2<sup>nd</sup> & 3<sup>rd</sup> for 5<sup>th</sup> grade boys and 7<sup>th</sup> grade girls. Nine (9) teams participated.

Ritter stated the ARC hosted Open Ropes Course dates on December 17<sup>th</sup> and December 28<sup>th</sup> and ten (10) people participated on each date. On December 20<sup>th</sup>, a group from the DuPage Foundation held a company outing for ten (10) participants.

Ritter mentioned the Golden Years Club had a terrific time at their annual Holiday Celebration party at Seven Bridges Golf Club. Kim Passini and the Advisory Board did a wonderful job coordinating the event.

Ritter added the Fishing Club is working with our marketing department in developing a logo to be used on t-shirts and hats that they would like to have printed. The Indoor Walking Club is scheduled to begin at the ARC on January 30<sup>th</sup>.

Ritter stated the December Active Adult trips were a big hit! Three of the four trips offered were sold out (Waterleaf Restaurant, Holiday Lights, and Elf at Paramount Theatre). The Christmas Bakery Tour in Milwaukee was cancelled due to insufficient enrollment.

Ritter mentioned that Santa's Nice List mailed out forty (40) letters to children (40 were mailed last year as well).

Ritter noted the annual Santa's Bedtime Stories program saw sixty-two (62) (last year had 61) kids participate in reindeer games and have pictures taken with Santa while wearing their pajamas and slippers.

Ritter stated the annual Enchanted Princess Ball special event will be held on February 2<sup>nd</sup> at the Community Center.

Ritter stated the ARC rental revenue for the month of December totaled \$4,441.00, with \$3,113.00 of that coming from Turf rentals. Birthday parties also generated another \$1,349.00 for the month. Daily Admission for Open Play had 943 people of which 438 were sold just between 12/24-12/31. Open Play for Member/Punch Pass scans had 509 people scanned with 145 of those coming through between 12/24-12/31.

Ritter mentioned the total combined ARC Fitness Memberships sold to date currently stands at 2,954 with 178 of those adding Group X memberships, and 149 Group X punch cards have been purchased. Of the personal training sessions purchased, 21 were purchased by non-members with the remaining 428 by members (449 total sessions purchased). Of our currently active 2,457 members, 153 are Track only members.

Ritter stated staff is currently reviewing the policy/fees for the Fitness Center Membership for teens ages 14-15. The current policy requires youth to do one of the following in order to use the fitness center and track:

- 1) Participate with parent supervision, or
- 2) Complete a teen training session in order to use the facility on their own. The training program consists of the following details:

The teen training program is a two (2) hour training session with a certified personal trainer. The trainer will go over any fitness/health goals the child may have and teach how to safely and effectively use the equipment. Teens learn weight lifting techniques, how to maintain proper form while performing exercises, and gym etiquette (putting away/cleaning the equipment they use, allowing others to work out/sharing of equipment, etc.). Building a solid fitness foundation at a young age will prepare teens to adopt an active lifestyle and abide by common use protocols. The cost of the teen training program is \$99.00.

Ritter concluded there are concerns by a resident that the cost of the training program is too high and since they are already paying a membership fee the resident questions why there's a fee in the first place. Currently, the ARC has sold forty (40) memberships to members under the age of 16. Fourteen (14) teens have taken advantage of the teen training, while the remaining twenty-six (26) have elected to work out with a parent (*controlled at the fitness desk by means of alert texts when members scan in to work out*). Staff has reached out to the IPRA Fitness Committee to see what policies/fees other fitness facilities have incorporated regarding teen memberships. Staff will evaluate those responses as they are received as well as other potential options to consider. Subsequent to additional research, staff may recommend to the Board to consider revising the training program fee and/or options in order to encourage affordable and reasonable membership sales for that age group, yet do so in a way that ensures 14-15 year old kids participate in a safe manner and conduct themselves appropriately.

#### Aquatics

5a. Jenny Knitter began with an action item regarding the Cypress Cove – Bathhouse Water Heater Replacement Project, ACRP 18-01c. Knitter stated as planned for and identified in Cypress Cove's CRP, staff has been working with AMSCO Engineering to finalize a design for the replacement of the large existing bathhouse water heater with 2 smaller, more efficient and redundant heaters in its replacement. Below is an estimated project timeline for the work:

Bid Let	Wednesday, January 17 <sup>th</sup>
Pre-Bid Meeting	Tuesday, January 30 <sup>th</sup> , 10am (Voluntary) – Cypress
Cove Bath House Open Bids	Tuesday, Feb. 6 <sup>th</sup> , 10am – Woodridge Park District
Engineer Review	Wednesday, Feb. 7 <sup>th</sup> to provide recommendation to
Board Recommendation	Tuesday, February 13 <sup>th</sup>
Contract Approvals	February 14 <sup>th</sup>
Shop drawing submittals	February 19 <sup>th</sup> -23 <sup>rd</sup>
Engineer review of Shops	February 26 <sup>th</sup> - March 2 <sup>nd</sup>
Order of materials	March 5 <sup>th</sup>
Delivery and Install	April 30 <sup>th</sup> – May 11 <sup>th</sup>

Staff requested Board authorization to bid the Cypress Cove – Bathhouse Water Heater Replacement Project, ACRP 18-01c.

MOTION by Mahoney and seconded by Cohen to authorize staff to bid the Cypress Cove – Bathhouse Water Heater Replacement Project, ACRP 18-01c.

AYES: Cohen, Duffy, Hohnke, Mahoney

NAYS: None

Absent: Coleman

MOTION CARRIED.

Knitter stated staff e-mailed a letter to the Pool Paint contractor on December 15<sup>th</sup> requesting a written response by December 22<sup>nd</sup> regarding the Cypress Cove – Pool Painting Project, ACRP #17-01c. On December 27<sup>th</sup>, staff overnighted a certified, return receipt letter requesting a response by Friday, January 5<sup>th</sup>. The contractor called to indicate he was on vacation over the holidays and will call to discuss the matter further.

Knitter concluded her report stating staff is working with Aquatic Renovation Systems, Inc., regarding the Cypress Cove – Pool Liner Purchase & Installation Project, ACDP #17-01c, staff will review shop drawings in preparation for the installation of this system, beginning early this spring.

### Operations Update

Julie Rhodes stated the Aquatic Department is preparing for returning staff, and new hires. Returning invitations were sent out in November; the deadline for returning staff was December 29<sup>th</sup>. The return rate for the 2017 season is currently being calculated. The first employee paperwork/tax form day will be held on Wednesday, January 10<sup>th</sup>.

Applications for employment for Cypress Cove were made available on January 3<sup>rd</sup> online, at the ARC and at the Community Center. Interviews will begin at the end of March. Deadline for accepting application is March 4<sup>th</sup>.

Rhodes mentioned the 2018/19 Aquatic Budget and 2018 Fee Schedule will be presented at the February Board of Commissioners Meeting.

Rhodes noted the 2018 Aquatic Guide is scheduled to be delivered beginning Friday, March 2<sup>nd</sup>. In conjunction with the Aquatic Guide delivery, the Aquatic Department is working with the Marketing Department to create a Returning Season Pass Holder Incentive Program. The incentive program would include the following:

- Direct mail postcard advertising the new pool liners and inviting pass holders to Touch-the-Liner opportunity at the Community Center and ARC during season pass registration.
- Consider a discount to returning season pass holders during Early Bird and Preseason
- Give complimentary guest passes to all 2017 season pass holders good for the 2018 season.
- Extend the expiration date of any unused guest pass punch cards from the 2017 season to the end of the 2018 season.

Rhodes added specifics of the program, as well as the total cost to the district for the program will be presented at the February Board Meeting.

Rhodes concluded her report mentioning Amanda Nichols, Aquatic Manager, was recently elected Secretary of World Waterpark Association's Public Sector Committee.

### Parks

John Karesh began his report stating the 2017 Vehicle Expense report is included in the Board packet for review.

Karesh noted in response to a service call request from the District, Monaco Mechanical inspected and determined the Community Center Administration Office outdoor condensing unit that cools the employee offices is in need of a replacement Damper Actuator. The unit would try to start and "whine" for long periods of time. Monaco, the District's current boiler & air handler Maintenance Company recommended a repair in the amount of \$1,445.00 which was approved by the Executive Director.

Karesh mentioned staff took delivery of the new ARC pavilion picnic tables. Crews will be assembling them during the winter months.

Karesh added we are also anticipating the delivery of the Lake Carleton benches and will assemble those in-house.

Karesh continued his report mentioning that the vehicles and equipment are being brought in for preventive maintenance. This time of year allows for a thorough inspection and or repairs to be ready for the spring season.

Karesh stated prior to the winter freeze crews worked to remove leaves that had blown into the ice rinks that entailed breaking the top layer of thin ice. The rinks are now open and staff regular maintains the ice to provide a nice ice skating surface.

Karesh noted that staff is scheduled to repair and paint Castaldo Park picnic tables. There are roughly 45 tables at this location and will take some time to complete the repairs.

Karesh stated preliminary work has begun for the FY2018/2019 budget process. Staff is gathering information for the budget proposal and reviewing the current budget to ensure our resources are appropriately allocated.

Karesh added a request for a proposal is being worked on to secure a multi-year contract for miscellaneous electrical services.

Karesh mentioned:

- The Natural Resource Manager and I will be attending the 2018 IAPD/IPRA conference that will be held January 18th-20<sup>th</sup> in Chicago.
- Natural Resource Manager & Landscape Specialist will be attending the Illinois Landscape Contractors Landscape show at the end of January.
- Park Maintenance Supervisor will be attending the Sports Turf Management Association conference at the end of January.

Karesh noted the landscape staff is working on Oak tree pruning at various park locations and litter pick up at some of wetland locations that have recently had the woody invasive removals completed.

Karesh concluded his report stating the Natural Resource Manager is considering preparing a Request for Proposal (RFP) process for annual tree maintenance services. If deemed practical, this will provide the District with consistent service from one company at pre-determined bid pricing.

### Marketing

7.a. Megan Pettit began her report with an action item regarding the 2018-2019 Activity Guide Printing. Pettit stated the PR & Marketing Department seeks to bid the printing of the 2018 Fall Activity Guide, 2019 Winter/Spring Activity Guide, 2019 Aquatics Guide and 2019 Summer Activity Guide. This bid will include three (3) types of paper options: the current paper (thicker glossy cover with non-glossy inside paper) and paper recommended by the printer and used by several other districts (thinner glossy over with glossy inside paper). All other specs remain the same from the last bid.

Staff requested Board Authorization to bid the 2018-2019 Activity Guide printing project.

MOTION by Duffy and seconded by Mahoney to authorize staff to bid the 2018-2019 Activity Guide printing project.

AYES: Cohen, Duffy, Hohnke, Mahoney

NAYS: None

Absent: Coleman

MOTION CARRIED.

Pettit stated the following information was posted on the web, in the Newspapers and on Facebook; Santa's Bedtime Stories; Winter Wonder Camp; Winter Break Open Gym & Turf Schedule; Personal Training Special; Winter/Spring Activity Guide Delivery & Registration; WSA Early Bird Registration Dates.



Pettit noted the PR & Marketing Manager met with the PR department heads of School District 68 & the Woodridge Library to discuss a co-op marketing program to promote activities that the park district and library host on days off school. The park district came up with the name "Play & Learn in Woodridge: What to Do on Your Day off School" and designed the logo and flyer for the first promotion. The first promotion was for winter break activities and was posted to PeachJar free of charge by the school district (waiting for stats from SD 68). Staff is currently working on the January 15<sup>th</sup> and February 19<sup>th</sup> flyers.

Pettit concluded her report stating the graphic designer created mesh banners to post on the barricades in front of the two ice rinks at Forest Glen Park. The banners are informational as well as visually appealing, wind-resistant, visible and readable from 75<sup>th</sup> Street.

### Administration

8.a. Mike Adams began with an action item regarding the PowerDMS Software Purchase. Adams stated in order to improve various documentation administrative management functions and efficiencies; staff researched and elected to subscribe to the following documentation management software product.

Adams noted that PowerDMS is a cloud-based platform for managing policies, training document, and content management. The application provides practical tools to organize and manage crucial documents and industry standards, train, and test employees, and uphold proof of compliance, thereby helping organizations reduce risk and liability.

PowerDMS will be used for the following applications:

- Performance Evaluations: With PowerDMS, the Park District will no longer need to purchase and utilize the Success Factors Software program used for annual employee performance reviews. A replacement excel spreadsheet performance evaluation form was developed and PowerDMS will allow supervisors to privately communicate back and forth with the individual employee being reviewed. By assigning "rights" to the documents, only assigned employees will be able to open designated documents, so privacy will not be an issue.
- Archiving: All important Park district documents will be archived on PowerDMS including ordinances, resolutions, contracts, agreements, IGAs., etc. These documents are saved as searchable PDFs, so at any point the archives can be searched by keywords and referenced. Additionally, "tickler" reminders can be added to notify appropriate staff in advance of when a contract or agreement is scheduled to terminate.
- Policies & Procedures: PowerDMS will also streamline the policy & procedures development and review process. Staff and Board can more easily create, revise and distribute new policies and changes and provide employees with centralized access to all critical documents. Staff will receive automatic notifications when new policies are created or updated and will have to sign off them electronically. This will also make it easier for HR to keep track of staff compliance.
- Training: PowerDMS will allow HR to easily track and report all training whether it was conducted internally or externally. Staff will also have the ability to develop online training sessions for employees to review or for new employee training and orientation.
- Commission for Accreditation of Park and Recreation Agencies (CAPRA) & Illinois Distinguished Park & Recreation Accredited Agency (DPRA) Process: PowerDMS is being considered for use by both DPRA and CAPRA as a requirement for each association's review process. This will significantly help in the efficiency of archiving required documents.

Adams added that various park districts have used this software system with satisfactory results. In order to take advantage of special pricing before year end 2017 and complete training prior to the District's employee performance evaluation process, the Executive Director approved the proposal.

Adams stated the Park District purchased 48 licenses for PowerDMS for all full time and PPT1 staff. Each license is \$54.00/annually for a total cost of \$2,592.00. For 2018, the Park District will pay a one-time set-up and training fee of an additional \$1,500. The cost will be funded by the previous budgeted expense for Success factors (performance evaluation

system), which the District is abandoning due to various performance reasons and annual costs. The net cost difference for the annual subscription will have a net savings of approximately \$1,700 excluding the one-time set-up and training fee.

Staff recommended the Board ratify the Executive Director's decision to approve a proposal from PowerDMS dated 12/31/17 for the purchase of a document management software subscription.

President Hohnke asked if this will be on all computers. Adams replied yes.

MOTION by Duffy and seconded by Mahoney to ratify the Executive Director's decision to approve a proposal from PowerDMS dated 12/31/17 for the purchase of a document management software subscription.

AYES: Cohen, Duffy, Hohnke, Mahoney

NAYS: None

Absent: Coleman

MOTION CARRIED.

#### Safety Committee

Julie Rhodes began her report stating that the January Safety Briefs were emailed to the staff on January 2, 2018.

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

#### CONSENT AGENDA

MOTION by Mahoney, and seconded by Cohen to approve Consent Agenda item 1 for approval of minutes and Agenda Items 2 through 19 for Vendor Payment & Payroll Ratification for a total amount of \$1,037,137.58.

1. Regular Board Meeting Minutes .....	December 12, 2017
2. Vendor Payment & Payroll Ratification Report (12/08/17-1/05/18) .....	\$1,037,137.58
3. 3F Corporation, ARC Aluminum and Glass, CDP #17-01c-07, Payout #3 .....	\$32,220.00
4. Anthony Roofing Tecta America, ARC Roofing, CDP#17-01c-06, Payout #3 .....	\$50,242.50
5. Celtic Commercial Painting, LLC, ARC Painting, CDP#17-01c-09, Payout #1 .....	\$4,500.00
6. Corporate Construction Services, Athletic Recreation Center, Construction Management Services, CA#14-01pc-02, Contract Amendment No. 1 (Expansion), Payout #9 .....	\$21,400.00
7. D & J Landscape, - Community Center Hardscape Improvement Project, ADA #17-01pc, Payout #1 (Final) .....	\$26,642.00
8. Excel Electric, ARC Expansion – Electrical, CDP#17-01c-13, Payout #6 .....	\$45,622.67
9. Excel Electric, ARC Expansion – Park Shelter Electrical, CDP#17-01c-13, Payout #1 .....	\$4,399.65
10. Griffon Systems, Inc., - ARC Expansion – Camera Purchase and Install, CDP#17-01pc-20, Payout #1 (Final) .....	\$7,480.00
11. Geocon Professional Services – ARC Expansion – Testing Services, CA#17-02pc, Payout #5 .....	\$1,933.00
12. Hargrave Builders, ARC Carpentry/Gen Trades, CDP#17-01c-05, Payout #6 .....	\$60,123.60
13. Jensen's Plumbing, ARC Expansion – HVAC/Mechanical, CDP#17-01c-12, Payout #6 .....	\$23,030.10
14. Living Waters Consultants – Triangle Park, Engineering Consultant Services, CA#17-04pc, Payout #6 .....	\$5,000.00
16. Porter Corp., ARC Expansion – Park Shelter Purchase, Payout #1 (Final) .....	\$38,982.35
17. Shambaugh & Son, L.P., ARC Expansion – Fire Protection, CDP#17-01c-10, Payout #3 .....	\$698.75
18. Williams Architects, Athletic Recreation Center – Architectural Consultant Services, CA#14-01pc-01, Contract Amendment No. 3 (ARC Phase 2 – Architectural Services), Payout #13 .....	\$4,865.00
19. V3 Companies – Hawthorne Hill Woods Topographic Survey, CA#17-05pc, Payout #1 (Final) .....	\$16,000.00

President Hohnke requested a roll call.

Upon a roll being called:

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

#### Director's Report

G.1.a. Mike Adams began his report with an action item seeking approval of an amendment to the Intergovernmental Agreement (IGA) with the Village of Woodridge regarding a revised debt service schedule due to refunding remaining P&I payment of the Village's 2008 Series G.O. Bonds related to the Town Centre land purchase.

Adams stated per the original IGA with the Village, a debt service schedule was agreed upon to repay the Village for the District's equal share of the debt based on net present value schedule. Due to recent lower interest rates, the Village refunded the remaining portion of the 2008 Series G.O. Bonds this past December lowering the overall payments due without extending the number of years to maturity.

Adams added the existing IGA requires the parties agree to the refunding per an addendum to the IGA. Attached is a copy of the 2<sup>nd</sup> Amendment to the IGA for Board review and adoption.

Staff recommended the Board approve Resolution No. 18-1, A Resolution Authorizing the Execution of the 2<sup>nd</sup> Amendment to the Intergovernmental Agreement by and between the Village of Woodridge and the Woodridge Park District Regarding the Financing of the Acquisition of Certain Property (Town Centre).

MOTION by Duffy and seconded by Mahoney to approve Resolution No. 18-1, A Resolution Authorizing the Execution of the 2<sup>nd</sup> Amendment to the Intergovernmental Agreement by and between the Village of Woodridge and the Woodridge Park District Regarding the Financing of the Acquisition of Certain Property (Town Centre).

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

#### ARC Board Action & Information

G.2.a. Jenny Knitter began with an action item regarding ARC Expansion – Cameras Purchase and Installation Project CDP #17-01pc-20. Knitter stated some changes resulted once installation was completed:

Deletions: Once installation of the additional cameras began, it was identified by the contractor that the hallway camera was not necessary and coverage was provided by existing cameras. Also, after installation the existing system functioned well with these camera additions, therefore the network switch and additional ports were not required. These deletions totaled \$1,095.00.

Additions: Installation of the cameras took a little longer than projected and an additional cat 6 cable needed to be added to a new camera location that was not identified in Griffon System's scope (originally expected that electrician would complete). These additions totaled \$625.00.

Knitter noted the sum of the change order results in a total deduct of \$470.00.

Staff recommended the Board approve Change Order #1 to Griffon Systems, Inc.'s contract for a net decrease in the amount of \$470.00 for the ARC Expansion – Cameras Purchase and Installation Project CDP #17-01pc-20 to account for changes as noted above.

MOTION by Duffy and seconded by Mahoney to approve Change Order #1 to Griffon Systems, Inc.'s contract for a net decrease in the amount of \$470.00 for the ARC Expansion – Cameras Purchase and Installation Project CDP #17-01pc-20 to account for changes as noted above.

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

G.2.b. 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 is a recommended resolution approving change orders for the respective contract agreement as well as a recommended change order. A brief description is provided to identify the specified change in work and corresponding amount. Included is a comprehensive log tracking all contemplated change orders, approved or proposed to be approved change orders, and contract allowances.

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

Resolution No. 18-2, A Resolution Authorizing a Change Order in Regard to Athletic Recreation Center – Expansion, Electrical, CDP #17-01c-13 (Excel Electric, 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. 18-2, A Resolution Authorizing a Change Order in Regard to Athletic Recreation Center – Expansion, Electrical, CDP #17-01c-13 (Excel Electric, 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 stating staff was notified earlier this month that the ARC was not chosen for IPRA – ARC Outstanding Facility Nomination. We do plan to re-submit our nomination next year.

Knitter noted the ARC Expansion - Park Shelter – Trash/Recycling Receptacle Purchase Project, CDP #17-01pc-19, we are still awaiting delivery of two (2) trash/recycling containers to service the park shelter area.

Knitter mentioned the final grading and the Park Shelter installation is scheduled for this month, pending weather. Masonry and plant installations will occur in spring.

Knitter stated work expected to be completed in January for ARC Expansion – Security/Alarms Purchase and Installation Project CDP #17-01pc-19. We are awaiting completion of the door installation before security work can be completed.

Knitter reviewed the Athletic Recreation Center – Expansion Contracts  
Progress to date:

- a. Glass Removed/Replaced 2<sup>nd</sup> Floor 12/14
- b. Fire Protection System Completed 12/14
- c. HVAC Controls Completed 12/14
- d. Painting Completed 12/15
- e. Low Voltage Audio Visual, Control Panel, Ceiling Speakers Installed 12/15
- f. Interior Office/Storage/Boiler Room Fixtures Installed 12/18

- g. Camera's Installed 12/20
- h. Fire Alarm System Programmed 12/20
- i. Scoreboard Installation 12/20
- j. LVT Tile Installed 12/21
- k. Interior Glazing Completed 12/22
- l. Electrical Devices & Trim 12/22
- m. Data Devices Installed 12/26
- n. Light Fixtures Installed 12/27
- o. Fans Installed 12/28

Knitter concluded her report reviewing the following schedule:

- a. Metal Wall Panels - Manufacturer Response – Construction Start 12/14
- b. Lockers, Benches, Fire Extinguisher Cabinets 12/28 – 1/5
- c. Wood Acoustical Panels 12/26 – 1/5
- d. Athletic Equipment 1/2 – 1/5
- e. Athletic Equipment Power 1/8
- f. PUNCHLIST 1/8 – 1/26
- g. Wood Floor – check for levelness, then installation Begins 1/29

3. Mike Adams concluded his report reviewing the FYE2019 Strategic Planning & Budget process timeline.

#### COMMITTEE REPORTS

SEASPAR- No Report.

JUBILEE – Meetings start in February.

PDRMA – Adams offered congratulations to Julie Rhodes and the Woodridge Park District staff for receiving the 2017 Loss Control Award, Level A-Accreditation. Adams noted the \$1,500 will go back into the Liability Fund for future safety improvement needs.

#### EX-OFFICIO REPORT

- 1. Plan Commission – No Report.
- 2. Chamber of Commerce – Adams noted a Multi-Chamber Luncheon – State of the County featuring Dan Cronin, will be held Wednesday, January 10, 2018 @ 11:30 a.m., Seven Bridges Boback's Signature Events and Conference Center.
- 3. Affiliated Athletic Associations – No Report.

#### OLD BUSINESS

None.

#### NEW BUSINESS

Adams stated he is seeking Board feedback regarding offering Woodridge Library employees resident rates for use of District programs and memberships pursuant to Policy 5.14 (Registration Rate Policy for Employees of Woodridge Governmental Agencies). After some discussion and based on on-going cooperation between the two agencies for various programs, the Board agreed the District should research this further and consider approving.

#### ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn was requested. MOTION by Mahoney and seconded by Duffy to adjourn the regular Board meeting of January 9, 2018, at 8:18 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted.

A handwritten signature in black ink that reads "Jack C. Mahoney". The signature is written in a cursive style with a horizontal line extending from the end of the name.

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Jack Mahoney, Secretary