



President Cohen called the Regular Meeting of the Board of Commissioners to order at 6:30 p.m. Upon a roll of Commissioners being called, the following were present: Cohen, Kranz, Mahoney and Venouziou. Absent: Coleman. Staff present: Adams, Evans, Karesh, Knitter, Rhodes, Romano, Ritter, Webber, Widloe

PUBLIC PARTICIPATION

None

PRESIDENT'S REPORT

President Cohen opened his report sharing that himself, Commissioner Venouziou and Executive Director ("ED") Adams attended the annual IAPD "Best of the Best" Awards Gala on Friday, November 1st. At the dinner a resolution plaque was presented to the District for its 50th Anniversary Celebration. The kick-off video presentation featuring the awardees including an interview segment with Adams was then shared with the Board.

President Cohen closed his report sharing that himself, Commissioners Venouziou, Executive Director Adams and Deputy Director Ritter attended the Athletic Business Conference November 13th -15th. Board & staff toured nationally recognized recreation facilities. Workshops attended included but were not limited to: Youth Sports Development: What Works!, Facilities & Amenities to Serve eSport Athletes, Game Plan for Success, Impact of Tech on Teams, Communications & Performance, Super Cool Design Features, When Terror Strikes at a Youth Sporting Event: Planning and Response, Managing Affiliate, Parent and Special Interest Groups – Best Practices and Solution, etc. Additionally attendance at the Exhibit Hall provided face to face discussions with vendors/manufacturers to review the latest trends and state-of-the-art health, wellness, fitness and sport equipment.

Commissioner Kranz asked about what was discussed in the "When Terror Strikes at a Youth Sporting Event" session. Executive Director Adams shared that it was very similar to the active shooter training that Staff participated in last year and touched upon the importance of being prepared and having an action plan in place.

Executive Director Adams then reminded the Board that the Board & Staff Holiday Dinner is scheduled for Friday, January 10th, and details are forth coming. President Cohen asked about the upcoming All-Staff Training on December 19th. Adams shared that the scheduled motivational speaker will come in to get Staff pumped up for the upcoming Distinguished Agency Accreditation process and everything it entails.

STAFF REPORTS

Finance

D.1.a. Superintendent of Finance & Personnel Chris Webber began his report regarding approval of the 2020 employee health benefits.

Webber reminded the Board that at the October meeting Staff presented details of the proposed 2020 Health Insurance Benefits Plan options and premium changes provided by PDRMA. For 2020, PDRMA determined premium changes on average as follows: HMO – 2.5% increase, PPO – 2.1% increase, Dental – 1.8% increase and a decrease in Vision – 12%. Staff was cognizant of previous Board feedback and discussion to strive for the District's goal of providing quality reasonable cost health care options for its employees while targeting a percentage of premium paid for by the District at 80-85% while controlling overall annual premium cost increases. The increases in the employee share will result in an aggregate share of the premium to be 16.12% for 2020. This is based on current information and some assumptions staff has made based on future staffing needs/changes. For a comparison, in 2019 staff assumed 15.91% of the total premium cost.

Staff recommended the Board approve the 2020 PDRMA Employee Health Benefits Plan as presented.

MOTION by Mahoney and seconded by Venouziou to approve the 2020 PDRMA Employee Health Benefits Plan as presented.

AYES: Mahoney, Venouziou, Kranz and Cohen.

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

Webber moved on to several informational and discussion items reporting that per District Policy 4.29, Staff is to complete a Post Issuance Compliance Checklist for Illinois Governmental Use Bonds whenever Bonds are sold. This is a Voluntary Checklist the District prepares which the Board acknowledges that adherence to this policy is a fundamental requirement relating to the sale of Bonds and that the District has certain potential/actual duties and obligations to fulfill after the sale of any Bonds has closed. Staff has completed the checklist per the policy.

Webber then shared that the Notice of Availability of the Audit Report was published in the Bugle on October 23, 2019, which is required under the Public Funds Statement Publication Act (30 ILCS 15), and The Annual Financial Report (AFR) was filed with the Illinois Comptroller's Office on October 24, 2019. The Comprehensive Annual Report (CAFR) was filed with DuPage County on October 17, 2019 and with Will County on October 18, 2019. Additionally, the CAFR was submitted to the Government Finance Officers Association (GFOA) on October 16, 2019 in an effort to be awarded the Certificate of Excellence. The CAFR was filed with Electronic Municipal Market Access system (EMMA) on October 17, 2019 as required for the District's municipal bond issuances as well as an additional supplement consisting of one schedule which reports debt service extension base as suggested by Chapman & Cutler.

Webber shared a copy of the Popular Annual Financial Report (PAFR) with the Board. The GFOA established the PAFR Awards Program in 1991 to encourage and assist state and local governments to extract information from the CAFR to produce high quality PAFRs designed to be readily accessible and easily understandable to the general public and other interested parties without a background in public finance. If the District receives the award, it would be only the 5th park district in the entire State of Illinois to have received this award. Staff included a copy of the submitted PAFR in this report and a paper copy will be provided at the meeting as well.

Webber then discussed the Reconciliation of Fund Balances as of April 30, 2019 and compliance with WPD policy 4.25, Minimum Fund Balance. Policy 4.25 states the District's unassigned minimum fund balance policy is to maintain fund balance equal to three months average operating expenditures for the General Fund and the Recreation Fund, plus one month's average operating expenditures for the Aquatics Fund. He said the District is in an extremely healthy position with excess reserves of almost \$2 million, of which approximately 87% of the fund balance is earmarked for capital project expenditures.

Executive Adams shared that President Cohen and ED Adams are meeting on 11/20/19 with Eric Anderson of Piper Jaffray (District's Debt Payment Agent) to discuss potential opportunities to take advantage of low rates on taxable debt certificates to refinance the District's existing debt certificates as well as prepare for the roll over limited general obligation bonds per the District's non-referendum bonding authority that pays for existing debt service and capital projects. Per Anderson, the market continues to experience low rates and if that continues, it may behoove the District to consider refinancing the existing debt certificates used to finance the ARC. If low rates continue, the District could significantly save on interest expense without having to extend the term of the debt instruments.

Webber closed his report sharing that interviews began for the Information Technology Coordinator position and they have very strong candidates. They hope to have the position filled by the December Board Meeting.

Planning

D.2.a. Superintendent of Planning & Development, Jenny Knitter, began her report seeking Board action to accept the low qualified bidder and approve a contract agreement for the Cypress Cove Filter System Renovation Project–Ph. 2, ACRP#19-04c.

Knitter shared that bids were opened on November 13th and three bids were received. The base bid includes removal of the existing main pool and lazy river pool filters and all associated piping and valves. Furnish and install new filtration equipment as specified (stainless steel regenerative filters and pumps, air compressor, air dryer, strainer screen and all gauges and sensors, as specified).

<u>Contractor Contract</u>	<u>Contract Base Bid Total</u>
Stuckey Construction	\$674,000.00
Schaefges Brothers, Inc.	\$723,000.00
Mechanical, Inc.	\$770,000.00

The District’s Aquatic Engineer has reviewed the submitted low bid and agrees that Stuckey Construction is a qualified contractor based on their list of past projects and previous experience with the District’s Aquatic Engineer. Staff has followed up on the contractors provided references without incident.

MOTION by Kranz and seconded by Mahoney to accept Stuckey Construction as the low qualified bidder and approve a contract in the amount of \$674,000.00 based on the Contract Base Bid Total for the Cypress Cove Filter System Renovation Project–Ph. 2, ACRP#19-04c.

- AYES: Kranz, Mahoney, Venouziou and Cohen.
- NAYS: None
- ABSENT: Coleman
- MOTION CARRIED.

President Cohen asked how long the current Filter System lasted. Executive Director Adams responded it lasted about 22 years. Knitter reported that according to the Aquatic Engineer, the regenerative filters can last up to 40-50 years. She then pointed out the highest bidder for Phase 2 is not the same as the contractor for Phase 1 of the project. Depending on when permitting is secured from IDPH, both contractors may overlap.

D.2.b. Knitter moved on to her next Action Item seeking Board approval to accept the low qualified bidder and approve a contract agreement for the High Risk Natural Area Tree Removal, Project MSP #19-14c.

Knitter reported that bids were opened on November 13th at 10:30 a.m. and three bids were received. The base bid includes removal of dead and high risk trees (number of trees per site indicated in parenthesis) along pathways and near adjacent resident homes at Crabtree Creek (11), Lake Harriett (9), Orchard Hill (2), Timber’s Edge (74), Vicente Outlots A, D, E (55), and Village Greens Golf Course (5). The specifications vary from other tree removals as each of these removals occur in natural areas and will not require stumps to be removed. All of the trees were inspected by an ISA Certified Arborist to determine their likelihood of failure and their impact on higher use areas.

<u>Contractor</u>	<u>Contract Base Bid Total</u>
Steve Piper & Sons, Inc.	\$33,260.00
Davey Tree Expert Co.	\$38,620.00
Homer Tree Service, In.....	\$46,000.00

Steve Piper & Sons, Inc. has experience with tree removal work at many municipalities in the past year including City of Naperville, City of West Chicago, Village of Lisle, and Village of Lombard to name a few close by. They have also

successfully completed this same High Risk Tree Removal work at different sites for the District last year. Staff has followed up on the Contractor's provided references without incident.

MOTION by Mahoney and seconded by Venouziou to accept Steve Piper & Sons, Inc., as the low qualified bidder and approve a contract in the amount of \$33,260.00 based on the Contract Base Bid Total for the High Risk Natural Area Tree Removal, MSP #19-14c.

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

D.2.c. Knitter moved on to her next Action Item seeking Board approval for Ide's Grove West/Timbers Edge Parks Development Project - Playground Equipment Purchase, CDP#19-05c

Knitter reminded the Board that the Park District received a grant from IPRA and GameTime for this playground equipment. This grant only covers composite playground equipment which is everything that is connected a deck.

Staff recommended the Board accept GameTime as the low qualified bid secured from US Communities Cooperative Purchase Program and approve a purchase order in the amount of \$134,383.38 for the Ide's Grove West Park Development Project - Playground Equipment Purchase, CDP#19-05c.

Knitter reminded the Board that this bid only covers the purchase of the playground equipment. The District will go out to bid in January of 2020 for the construction and installation and the winning contractor will take delivery of the equipment.

MOTION by Mahoney and seconded by Kranz to accept GameTime as the low qualified bid secured from US Communities Cooperative Purchase Program and approve a purchase order in the amount of \$134,383.38 for the Ide's Grove West Park Development Project - Playground Equipment Purchase, CDP#19-05c.

Commissioner Mahoney asked if working with two different vendors/contractors affects the warranty. Knitter shared that while it does not affect the warranty, the only thing it does affect is if the equipment comes with a missing or damaged part. In that situation the District would have to work with GameTime directly to get the replacement pieces. She said that essentially the District will serve as the liaison between the manufacturer and the contractor installing the playground equipment. She added that she anticipates having numerous contractors bid on the installment of the equipment as it is a larger job. Executive Director Adams reiterated that we typically pay vendors after taking delivery of equipment but in order to receive the grant, payment must be received by December 1, 2019.

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

D.2.d. Knitter moved on to her next Action Item seeking Board approval for the Cypress Cove – Toddler Area Splash Pad Surface Replacement Project, ACRP #19-05c.

Knitter reported that previously mentioned and identified on the park tour, the toddler splash pad surface at Cypress Cove has experienced bubbling and delamination resulting in daily attention by deck attendants to remove underlying water pockets. This system has been in place for 10 seasons now, which is what staff anticipated for in terms of life expectancy of the product. She shared that Staff did attend the World Waterpark Conference to assess alternative surface options for review and consideration and also reviewed possible alternatives with the District's Aquatic Engineer to determine what they have used in splash pad environments that have met IDPH requirements. The Aquatic Engineer indicated they have

not come across any other impervious surfaces that have been approved by IDPH except Aquaflex. Based on that, staff recommends proceeding with replacement of the surface with the exact same product (Aquaflex).

Knitter said requested a proposal from NuToys Leisure Products, the local product representative for the Aquaflex surface, to provide a price from Sourcewell (formerly known as National Joint Purchase Alliance), who provided a competitively bid price. The Sourcewell pre-bid pricing provided is as follows:

- Aquaflex by Surface America – Toddler Area
 - Freight & Installation of Aquaflex 3/8" system (1,877sf) \$69,284.00
 - Removal of existing surface \$15,546.00
 - Total Installed Price \$84,830.00

- Aquaflex by Surface America – Pre-teen Area
 - Aquaflex non-porous multiple thickness \$137,742.00
 - Freight & Installation of Aquaflex 3/8" system (1,260sf)
 - Freight & Installation of Aquaflex 4" system (1,950sf)
 - Removal of existing surface \$28,483.00
 - Total Installed Price \$166,225.00

Knitter shared that from an aesthetics and color perspective, it would be nice to conduct both the Toddler and Pre-teen splash pad surface replacements at the same time, but due to limited budgets and the Pre-Teen area not showing the extent of wear and tear issues, staff is recommending the District only replace the Toddler Area only at this time. It is anticipated that replacement of the Pre-Teen Area will be required in the next 3-5 years. Upon approval of the Toddler Area Surface Replacement, Staff will ask NuToys to re-evaluate the Pre-Teen area and determine if spot patching is necessary at this time. If so, staff will present the Board with further information related to spot repairs on the Pre-Teen area for possible change order consideration. She also added that by removing the existing surface in-house, the District will save the \$15,546 that is included in the quote.

Staff recommended the Board accept NuToys Leisure Products an authorized dealer of Landscape Structures as the low qualified bid secured from Sourcewell Cooperative Purchase Program and approve a purchase order in the amount of \$69,284.00 for the purchase and installation of the Aquaflex non porous surface for the Cypress Cove - Toddler Area Splash Pad Surface Replacement Project, ACRP#19-05c.

MOTION by Mahoney and seconded by Venouziou to accept NuToys Leisure Products, an authorized dealer of Landscape Structures, as the low qualified bid secured from Sourcewell Cooperative Purchase Program and approve a purchase order in the amount of \$69,284.00 for the purchase and installation of the Aquaflex non porous surface for the Cypress Cove - Toddler Area Splash Pad Surface Replacement Project, ACRP#19-05c.

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

D.2.e. Knitter moved on to her last Action Item seeking Board approval for Change Order #1 for the Maintenance Facility Interior Office Improvements Project, CDP #18-04c.

Knitter explained that Change order #1 consists of the addition of a new countertop located in the Superintendent of Park & Operation's office in addition to field modifications to various other countertops as requested by staff. The modifications include cutting down one countertop to provide a more appropriate depth and employing an alternative method of installation than the method specified by the architect for a countertop in the foreman's office.

MOTION by Kranz and seconded by Mahoney to approve Change Order #1 to Builders Land, Inc.'s contract for a net increase of \$972.00 to the Maintenance Facility – Interior Office Improvements Project, CDP #18-04c-02 for countertop modifications.

AYES: Kranz, Mahoney, Venouziou and Cohen.

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

Knitter then moved on to her FYI items:

- Regarding Ide's Grove West Park development status, Staff has been working with V3 to finalize construction details and landscape plans related to the permit submittal to the Village of Woodridge. Currently, staff is on track to submit the documents for permit review later this month.
- The roofing replacements at both Hobson Corner Park and Westminster Park were completed in early October. Completion at Echo Point Park was delayed until after the October Board meeting due the change order required for replacing the substrate/decking. Weather, including sleet and snow in late October, delayed completion of the work at Echo Point Park until November 8th.
- At Ide's Legacy Park, the Poligon shelter repair materials were delivered to the District Maintenance Facility on October 17th. Weather and some minor issues with materials provided delayed completion of the repairs until Monday, November 4th.
- Permitting for burn sites has been secured. Staff is working with Contractor to monitor weather to determine the best time to burn. Letters have been sent out to residents regarding the contracted burn sites. The District will utilize Rainout Line for the first time to notify residents of burns if they sign up for the notifications. All other sites that will be conducted with in-house crews and notices will be provided to surrounding residences closer to the scheduled burns.
- Regarding the Town Centre Sled Hill development, the District currently has 50% of the dirt secured, but not deposited to the site yet. The goal is to start moving dirt in as soon as weather conditions improve.
- Significant progress has been made over the past month at Jefferson Jr. High School Outdoor Athletic Facility project including: concrete flatwork and curbing installations, installation of sports lighting, and placement of the Field Turf carpet. Infill of the synthetic turf is underway with completion anticipated the week of November 18th. The asphalt subsurface for the running track and all remaining concrete flatwork are scheduled for installation the week of November 18th. Installation of the track's rubber surfacing will occur in Spring 2020. Installation of conduit and wiring for the sports lighting will be delayed until the ground freezes and work can be completed with minimal impact.

Golf Course

Golf Course Manager Brandon Evans opened his report sharing that rounds for October totaled 2295 vs.1329 last season. Better course conditions and a boost from rounds played by new members (321 member rounds) offset several days of course closures due to rain and even snow towards the end of the month.

As for the Bunker renovations on #4 and #6, Evans reported that materials have been delivered to the site, but wet and snowy weather has prevented heavy equipment from accessing the location. Staff is ready to execute those renovations as soon as the turf dries and equipment can access the target areas. He added that due to the weather they are also behind on their mowing.

As for the new POS/Tee Reservation system, Staff is finalizing its research and recommendation with regards to the potential replacement. Staff has completed numerous demonstrations that led to additional review. Evans anticipates bringing the recommendation to the Park Board for consideration at the December meeting. The goal is to have the new system in place no later than February of 2020.

Evans than shared that the 60th Anniversary Membership Program launched on October 18th was well received. The program has exceeded expectations on every front. Evans provided additional statistics regarding quantity of memberships sold, revenue received and expenditures. He added an intensive in-house, social media, and email campaign comprised the first phase of the program, and it is now transitioning into newspaper, radio, and direct mail.

Evans reported that the program has brought back many former Village Greens golfers, and added that 50% of the members who signed up were recommended by a friend and were not previously in Village Greens' database. He shared that the closing rate when talking with potential members is well over 90%.

President Cohen asked how the new members are and if they are adhering to the program rules. Evans shared that the members are following the rules and taking advantage of the benefits. There have been no complaints or arguments.

Recreation

D.4.a. Deputy Director Don Ritter opened his report with his first action item seeking Board approval for the Passenger Shuttle Bus Purchase, CRP #19-10c.

Ritter reminded the Board that the new bus is the replacement for the District's 2007 26-passenger seat bus per the Capital Replacement Program, which was starting to experience costly maintenance repairs including continuing issues with the air conditioning unit. The proposed 30-passenger bus will help the District reduce the number of people on waiting lists for many of the senior and family trips. Ritter reviewed the bids received:

Company	Option #1 (26-Passenger)	Option #2 (30-Passenger)	Alternate Bid/ Rear Zone Object Detection System
Midwest Transit Equipment	\$85,601.00	\$86,874.00	\$395.00
Central States Bus Sales	\$85,611.00	\$88,836.00	\$300.00

Staff recommended the Board accept the low qualified bid from Midwest Transit Equipment Inc. for the purchase of a 30-passenger seat bus in the amount of \$87,269.00 for the Passenger Shuttle Bus Purchase, CRP #19-10c.

MOTION by Mahoney and seconded by Venouziou to accept the low qualified bid from Midwest Transit Equipment Inc. and approve a purchase order for the purchase of a 30-passenger seat bus in the amount of \$87,269.00 for the Passenger Shuttle Bus Purchase, CRP #19-10c.

Commissioner Mahoney asked what the District will be doing with the old bus. Ritter responded that Staff anticipate selling the bus on eBay. After researching similar buses listed on eBay, staff estimates a return between \$8,000 - \$15,000. The bus will be delivered by March of 2020.

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

D.4.b. Ritter moved on to his final action item seeking Board approval for a new three-year agreement with Alpine Amusement Company.

Ritter shared that for the past 13 summers, the District has satisfactorily used the carnival services of Alpine Amusement Company, Inc. for the annual Jubilee. Staff has been extremely satisfied with the professionalism of their employees and the quality, safety and cleanliness of their equipment. Alpine Amusement has mutually enjoyed the relationship that has been built with the District and has expressed interest in returning. Ritter added that there are no proposed changes to the terms of the agreement.

Staff recommends the Board approve an Agreement with Alpine Amusement Company, Inc. to supply carnival rides and concessions for the Woodridge Jubilee for years 2020, 2021 and 2022.

MOTION by Kranz and seconded by Mahoney to approve an Agreement with Alpine Amusement Company, Inc. to supply carnival rides and concessions for the Woodridge Jubilee for years 2020, 2021 and 2022.

Commissioner Kranz requested that for the 2020 Jubilee to make sure that hot dogs are sold by one of the food vendors. She reported that she could not find any hot dog vendors on site and that she received feedback from some people that we did not offer any hot dogs.

President Cohen asked about the revenue share with the Alpine Amusements. Ritter explained that the amount the District receives depends on how much is generated through ticket sales. If sales are \$40,000 or less the District receives 25%. If sales are over \$40,000, which is typical, the District receives 27%. He added that the District typically receives between \$13,000 - \$14,000 a year from ticket sales.

Commissioner Kranz shared that she read through the agreement and was very impressed with all the terms and the level of professionalism with the people they hire. Executive Director Adams added that the District has minimal concerns with Alpine.

AYES: Kranz, Mahoney, Venouziou and Cohen.

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

Ritter next moved on to the "For Your Information" items of his report.

- This year's Haunted Forest Walk experienced some great weather and it showed in the attendance numbers. The overall attendance of 3,141 participants was the highest total since 2001. This year the District added games and activities in the Hickory/Oak Rooms for the matinee and added a magician in the waiting line on both nights. Julie Rhodes elaborated that the outside organizations that come out and set up scenes in the woods each receive 6% of the generated sales after deducting our expenses. The program cannot be done without them. The groups also have the opportunity to receive additional revenue as participants vote for their favorite scenes. The top three scenes receive additional monies.
- The ARC will be hosting the Woodridge Thanksgiving Shootout Basketball Tournament on November 30th for 6th grade teams & December 1st for 5th grade teams. The ARC will also be hosting the Fall Finale Harvest Cup Indoor Travel Soccer Tournament on the same weekend. The tournament is full with 18 teams participating.
- The Adult Pickleball Leagues are going well, with 30 teams participating which is double the amount from last year.
- Staff offered two Laser Tag Open Play sessions on October 12th & 19th. Fourteen people participated in session 1 and 10 participants in session 2.
- Congratulations to Ashley Rowden, Customer Service Supervisor, on her 3rd year anniversary with the Woodridge Park District (November 7th).

Ritter closed his report addressing an issue that occurred at the ARC on November 14th. A soccer referee felt that a player in the adult league intentionally kicked a ball at him during the game and filed a police report. The video from the game was reviewed and it appears that the kick was not intentionally directed to the referee but to another player standing behind him. Executive Director Adams spoke with the referee, who has refed for the District for years, about the issue and he shared that he is considering pressing charges against the player.

Aquatics

Aquatics Manager Amanda Widloe shared the 2019 Aquatic Season Report. She presented highlights of the 2019 season including:

- Operational Expenses & Revenue
- Attendance Statistics
- Weather Statistics
- Concession revenue
- Audits for Life Guards

- Season Pass Statistics
- Swim Lessons
- Group outings and parties
- Capital Replacement Projects
- 2019 Changes & Issues
- 2020 Recommendations

When discussing the capital replacement projects, Executive Director Adams added that repairing the plunge pool supply line leak will need to be added to the list. Knitter added that the initial costs for repairing that line could be high as the leak is 10 feet deep. The estimate is in the ballpark of \$50,000. Instead of a repair Staff is investigating the viability of a pipe lining repair instead, which could save substantial costs compared to digging and replacing. The District a similar process last year with another leak under the deck area and it worked out satisfactory.

Commissioner Kranz stated that she read the report and all the customer comments. She noted that biggest complaint was too many campers at Cypress Cove on too many days. She shared that while Cypress Cove Staff does a great job trying to manage the children, the counselors do not watch their kids and she has personally witnessed kids cutting in line, knocking people over and misbehaving on the Lazy River. She would like to limit the number of campers that we allow at the pool every day as it is too many. Widloe responded that the Cypress Cove does set limits of 350 campers/day or no more than five camps/day. She added that this season, because June was so cold and so many camps had to cancel, there were a lot of camps that re-scheduled their outings. So, unfortunately there were days when the pool was overbooked. Executive Director Adams then pointed out that Mondays are camp-free days and that these camps generate a fair amount of revenue for Cypress Cove. Commissioner Kranz said she understands about the revenue but that she heard a lot of complaints and that she expresses her concerns as well.

Commissioner Kranz then asked if the time that the District allows campers to enter the facility can be changed until later in the day so pass holders can get through the admission line and get inside and have more time without campers, as we serve many residents and that Cypress Cove is in our town and is our pool. Widloe responded that she will investigate the possibility of changing the time that camps can enter the facility. Kranz added that while there were some concerns about swimming lessons, concessions speed of service and staff not smiling enough, overall she feels that Staff does a great job and is a great resource.

Maintenance

Superintendent of Parks & Operations John Karesh opened his report sharing that Holiday lights are being pulled out, checked and are being installed for the upcoming holiday season and will be turned on December 1st at the ARC and Community Center.

He then reported that mowing decks are starting to be removed and cabs & blowers will be installed for the upcoming winter season. The first snowfall of the season occurred October 30th resulting in scheduling crews to begin snow removal operations.

Karesh said that with the 2019 fall soccer season winding down crews started removing goals and bleachers and began sodding worn turf areas over the next couple of weeks. They hoped to complete the sodding, but their supplier, Central Sod, has closed their farm down for the season.

The Janes concession building and irrigation system is being winterized for the 2019 season and drinking fountains are being shut down and winterized for the season. This takes four to six days to complete and includes removing filter cartridges and working with the Village to shut down and/or remove water meters.

Karesh shared that Staff helped with the set-up, operations and take down of the 2019 Haunted Forest Walk and all went smoothly with the exception of one of the hay rack stairs had to be reconstructed just prior to the event. The Maintenance Department provided hayracks, operation staff and garbage and litter pick up.

Karesh closed his report sharing that Staff is working with HR to review employment applications received to date for the Park Maintenance Operations Manager position. As of this writing, 30 applications were received and the interview team will be reviewing them over the next week. Staff anticipates starting interviews as soon as possible.

Marketing

Megan Romano began her report sharing the information and events that were published on the via e-Newsletters, the website, Facebook and other media channels.

Romano than reported that one returning business (Girgis Orthodontics) and one new business (Grove Dental) have committed to advertising in all three seasons of the 2020 Woodridge Park District Activity Guides, totaling \$5,500. The Marketing Department is working with the ARC facility manager and fitness manager to roll out a new fitness partner program in 2020, which would give businesses a variety of opportunities for one month including an on-site table at fitness center on a weekend, a digital ad on the lower level screen, inclusion in monthly emails and social media, etc. This opportunity will be advertised to Chamber630 members.

Romano said that the Marketing Department began marketing the ARC Laser Tag Open Play in late September and continues to advertise the added open play dates, as well as the birthday party and corporate rental options. A new web page was created that lists all the rental information and upcoming open play dates.

With Thanksgiving around the corner, Romano said the Marketing Department collected all programs and events taking place that week to promote via social media, an email blast, the Patch & Bugle and our websites. Programs and events include Laser Tag Open Play, Ropes Course Challenge, Let's Make a Turkey Craft, Future Pros Soccer Camp and Thanksgiving Break Basketball Camp.

Romano closed her report sharing that Kim Passini informed the Marketing Department of a great PR story to pitch; the Woodridge Park District Garden Club managed a garden plot over the summer and donated the produce to the West Suburban Community Pantry. The Marketing Manager spoke with the pantry director and one of the garden club members to write a news story about their project, which produced over 100 pounds of vegetables for the pantry and community.

Safety

Julie Rhodes stated that the November Safety Briefs were emailed to the staff on November 1, 2019.

Rhodes concluded her report by reviewing the Accident/Incident Report from October 2019.

CONSENT AGENDA

MOTION by Kranz and seconded by Mahoney to approve Consent Agenda items 1 and 2 for approval of September and October minutes and Agenda items 3 through 20 for Vendor Payment & Payroll Ratification for a total amount of \$2,439,332.07

1. Board Park Tour MinutesSeptember 24, 2019
2. Regular Board Meeting Minutes October 15, 2019
3. Vendor Payment & Payroll Ratification Report (10/11/19 – 11/15/19)..... \$2,439,332.07
4. AMSCO Engineering, Inc. Lake Har. Site Electrical , Elect. Eng.,#18-09pc Payout #1 (Final)..... \$1,300.00
5. Atlas Bobcat, LLC. – Bobcat Stump Grinder Purchase, MSP #19-17pc, Payout 1 (Final)..... \$9,651.00
6. Brighter Electric - Maintenance Facility Interior Office Impr., Electrical, #18-04pc-01, Payout #1 (Final) . \$5,600.00
7. Builder's Land Inc. - Maintenance Facility Interior Office Improvements, #18-04c, Payout #2 (Final).... \$60,743.64
8. Filotto Roofing, Inc. - 2019 Roofing Replacements, CRP #19-08c (Final)..... \$46,781.65
9. GameTime - Ide's Grove West Park Development Project - Playground Equipment Purchase, CDP#19-05c \$134,383.38
10. Haldeman-Homme, Inc. - ARC Expansion – Athletic Equipment, CDP#17-01c-15, Payout #2 (Final)... \$27,051.00
11. JASCO Electric – Lake Harriet Renovation Project – Lighting Additions, CDP#19-02c..... \$161,298.14

12. Pro Installation Plus, Inc. – Ide’s Legacy Park Shelter Rep. Proj., MSP #19-15pc-2, Payout #1 (Final) ..	\$6,100.00
13. Reese Recreation Products, Inc. – Ide’s Legacy Park Shelter Rep. Proj., MSP #19-15pc-1, Payout #1 (Final)	\$3,812.00
14. V3 Companies, Ltd., Ides Gr. West – Timber’s Edge Park – Rear yard Survey Services, Payout #1 (Final)	\$1,500.00
15. V3 Companies, Ltd., Ides Gr. West – Timber’s Edge Park – Engin. Services, CA #19-03pc, Payout #3,4.....	\$4,730.00
16. V3 Companies, Ltd., Town Centre Sled Hill, SWPPP Reporting CA#19-06pc, Payout #2,3	\$1,500.00
17. V3 Companies, Ltd., Town Centre Sled Hill, Soils Consulting/Reporting CA#19-05pc, Payout #1,2	\$2,690.00
18. Victor Stanley –Hawthorne Bench Purchase and Replacement, Payout #1 (Final).....	\$4,521.00
19. Williams Architects – Cypress Filtration System – Aquatic Eng. Services, CA#18-01pc, Payout #8.....	\$289.85
20. Williams Architects – Cypress Filtration System- Ph. 2 – Aquatic Eng. Services, CA#19-04pc, Payout #1.....	\$2,500.00

Executive Director Adams recommended that consent agenda item #1 for the Park Tour Minutes be removed as they were previously approved at the October meeting.

President Cohen requested a roll call approving consent agenda items #2 through #20.

Upon a roll being called:

AYES: Kranz, Mahoney, Kranz and Cohen
 NAYS: None
 ABSENT: Coleman
 MOTION CARRIED

EXECUTIVE DIRECTOR’S REPORT

F.2.a. Executive Director Adams began his report reviewing the 2019 Preliminary Tax Levy Extension Estimate.

The Board of Park Commissioners met, formally reviewed and determined at least 20 days prior to adopting the Tax Levy Ordinance that estimated the amount of money to be levied in 2019 and extended 2020.

Adams opened the discussion stating that the Tax Levy Ordinance levies and assesses the taxes of the Woodridge Park District. Based on State statute [Public Act 91-0523], at least 20 days prior to adopting the Tax Levy Ordinance, the Board of Park Commissioners must meet and formally determine the estimated amount of money to be levied in 2019 and extended in 2020. The District is required to hold a public hearing if the total levy exceeds 105% of the prior year levy.

Adams shared that the tax levy is developed by establishing District priorities, estimated FYE2021 budget needs and the constraints of the applicable State statutes (i.e., Property Tax Extension Limitation Act, Article 5 of the Park District Code, which outlines the taxing powers of the District, General Levy Authority as derived from the Illinois Code in addition to the authority granted under Article 5 of the Park District Code and the Truth in Taxation Act). The Tax Limitation Law (tax cap legislation) limits growth to the lessor of 5% or the Consumer Price Index (CPI). This limiting rate is the maximum extended tax rate for the aggregate extension (total of the levies excluding Special Recreation Association (SRA) and Bond and Interest). The formula for deriving the limiting rate is as follows: prior year levy multiplied by one plus the CPI or 5%, whichever is lower, divided by the prior year Equalized Assessed Value (EAV), less any estimated percentage increase or decrease and less a credit for estimated new construction. There are also Statutory Rate Limits that individual fund levies cannot exceed which the District does not exceed.

Adams added staff prepared for Board review and discussion the proposed levy amount. Subsequent to Board review and consideration, the 2019 Levy Ordinance will be prepared for Board action at the December Board Meeting. Per State

Statute, the levy ordinance needs to be approved by the Board and filed at the County Clerk offices prior to the last Tuesday in December.

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

Adams shared that 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), at the time of this writing is projected to be \$1,329,760,184 subject to final assessment estimates provided by each of the Township Assessors (DuPage, Downers Grove & Lisle). He noted the final EAV is finalized by the County Assessors typically in April/March. The estimated EAV is an increase of 6.67% from last year's EAV of \$1,246,598,625. The average previous three year annual EAV change was 5.14%. This is the fifth consecutive year the EAV is expected to increase since the 2014 Levy Year and finally surpasses the 2008 EAV previous peak of \$1,297,811,087.

Adams noted Staff estimates the 2019 New Growth (new construction & annexations) EAV will increase by approximately 54.06% compared to last year from \$13,805,953 to \$21,269,469. 26.5% (\$5,647,910) of the estimated new growth is due to the Janes Avenue TIF District terminating on 12/31/19. Additional residential developments contributing to the new construction EAV include but are not limited to: Pulte Homes Uptown Residential Subdivision (80 Unit Row Homes / Construction In-progress), Gallagher & Henry Farmingdale Unit 26 Subdivision (107 lot single family residential / Construction In-Progress), Fox Wood Estates (17 Lot single family residential / Construction In-Progress), Pine Hill Estates (4 Lot single family residential), and M/I Homes Woodview Townhomes (53 Unit Townhomes / Construction In-progress). For comparison, the previous new growth three year annual average equaled \$12,877,556; previous five year annual average equaled \$12,094,868 and previous ten year annual average equaled \$9,567,048

Adams reported that Staff's estimated preliminary actual 2019 total levy is \$7,169,916 a 2.84% increase compared to last year's full extension of \$6,961,879. The 2.84% is based on the tax cap consumer product index (CPI) of 1.9% plus an increase to capture any new growth to include the TIF District return to full assessed valuation.

Adams said Staff recommends requesting a total levy for all funds in the amount of \$7,264,525 for the 2019 levy extension, which is 4.2% higher than 2018's actual levy extension. Staff estimates the 2019 requested levy extension increase for corporate property tax levy plus the special purpose levies (SRA Fund) will be 4.975%, which will not exceed 5% and therefore will not require the Truth in Taxation public hearing as required by State Statute.

Adams further explained based on the CPI tax extension cap of 1.9% and estimated increase in new growth, there is no reason to balloon the levy extension above 5% this year. Staff estimates the 2019 total tax rate to be .5392 compared to the 2018 tax rate of .5594 a decrease of 2 cents (.02). The rate decrease is primarily attributed to the estimated EAV inflationary increase of 4.989% and new growth EAV. It is important to note, if the Board elected not to approve the 1.9% CPI increase (\$102,202) of tax capped funds for the 2019 levy, the estimated 20 year net effect of not levying the \$102,202 would be \$1,584,630 based on a constant future 1.5% annual CPI increase.

Adams added the proposed levy increase is recommended in order to maintain the current level of services primarily due to projected inflationary costs for overall operations, new State mandated increases to minimum wage and to meet current demand for capital improvements. Subsequent to assessing park and recreation needs determined from results of the 2017 Community Survey, a proposed new Five Year Strategic Master Plan (focusing on Recreation Services & Capital Improvements) will guide decisions for capital projects in a strategic and fiscally responsible manner within funds generated from the levy within the statutory limits required by the Property Tax Extension Limitation Law (PTELL)(35 ILCS 245/1-1, et seq.). The proposed levy will fund existing debt service payment obligations such as the SD#99 (Town Center) land acquisition and Athletic Recreation Center (ARC) development, projects to be completed per the ADA Transition Plan in accordance with federally mandated American with Disabilities Act compliance, planned capital replacement expenditures in accordance with the District's Capital Replacement Program (CRP) and planned capital development projects (e.g. Smoter Subdivision Neighborhood Park, Town Centre Improvements, etc.), Village Greens

Golf Course & Related Infrastructure Improvements, in accordance with the District's Capital Development Program (CDP).

Adams shared the Township Assessors have indicated that there's a market compression occurring. The assessments are difficult to assess in that high end price homes are significantly selling in the market place well below assessed values and conversely, the start-up homes/townhomes/condos are experiencing upward sales pressure selling for higher than assessed value. The consequence to this phenomenon is the potential for tax appeals.

Adams concluded pending any final levy adjustments per Board discussion and public comment, Staff recommends approving the levy ordinance at the December 17, 2019 Regular Board Meeting.

Adams then shared that himself, President Cohen and Commissioner Mahoney met with the Village Administrator Al Stonitsch, Trustee Kay Page and Trustee Mike Krucek met on October 31st to discuss the Town Centre Park Development. They began discussions on the following objectives:

- Develop a common understanding of the background, history, and commitments set forth in the IGA and 2014 Town Centre Master Plan ("the Plan")
- Develop a shared perspective on the Plan by revisiting the prioritization of projects, estimated costs, and funding responsibilities contained therein.
- Develop a shared understanding of the long-term ownership and maintenance responsibilities of the park amenities, and the future costs thereof.

Adams said much discussion centered around the anticipated grant opportunities (e.g. PARC grant), funding of the local share match if grant(s) awarded, responsibility and funding of post development maintenance, and capital asset replacement. He said that the PARC Grants (funded by the state's CRP) won't be around forever like the OSLAD Grants program (funded through state motor fuel tax). The PARC Grant is geared more towards facility development projects, rehabs and renovations, or new construction. He said he still recommends applying for the PARC Grant but we will not know what the outcome will be. Additional discussion ensued about what happens if the PARC is not approved. Adams suggested the next logical step would be to apply for the Open Space Land Acquisition & Development (OSLAD) grant program that could fund up to \$400,000 for park development.

Adams sought Board feedback on whether the Park Board would consider an option to accept responsibility to fund, develop, manage and maintain the park per the approved master plan. After additional discussion regarding the history and intent to acquire the property jointly with the Village, and the mission/purpose of the District to provide for parks and recreation in the community, there was a consensus of the Board to propose as an option for Village consideration an option whereby the District takes on responsibility of funding, grant applications, developing, managing and maintaining the park per the approved master plan, subject to a long term lease agreement or amendment to the IGA to protect any District investments on the property.

Adams then addressed 63rd Street Park parking lot status. Nicor notified the District that they were successful in installing the new main gas line. However, the connection of the new main will be postponed to next year due to early arrival of winter, Nicor indicated they are going to try to work around the 63rd Street baseball season (April 1st through July 15th), so that WAA can use the field. For that to happen, coordination must occur with other gas transmission providers to synchronize shutting down of the existing main and rerouting to other transmission lines. The parking lot will be temporarily graveled for use until such time the connection is completed. Once all work is completed, the parking lot curbs and asphalt will be resurfaced by Nicor accordingly to District specifications.

Adams shared that Management Staff on 10/25/19 launched the inaugural "Staff News," a monthly E-newsletter providing a quick snap shot of District activities, programs/events, department highlights and updates, Park Board actions and need-to-know information within the Park District. This is a proactive communication instrument to keep all employees updated on relevant matters.

Regarding the District Operational Assessment / Strategic Planning Status, Adams said Staff is meeting with a local consultant on 11/18/19 to discuss an opportunity to provide targeted facilitation services at a minimum cost compared to the high expense of hiring a 3rd Party consultant to complete comprehensive services. The intent is to assist and guide management in facilitating an assessment process with staff rather than having the consultant complete the full scope of services.

President Cohen asked if the Assessment is a requirement of Distinguished Agency. Adams said it is not, but it helps with certain evidence requirements. Adams added it's a best practice process that should be completed every five to ten years.

Adams closed his report sharing the availability of the 2nd quarter goals and objectives.

COMMITTEE REPORTS

SEASPAR

Executive Director Adams shared that their annual report is included in the Board Packet.

Jubilee

Rhodes reviewed the final Jubilee revenue and expenses with the Board and noted that the Celebrate Woodridge/Oktoberfest revenues and expenses posted to date were also included in the report.

PDRMA

Executive Director Adams shared that some staff attended the Risk Management Institute.

EX-OFFICIO REPORT

Plan Commission

No new significant developments to note.

Chamber of Commerce

Commissioner Kranz reported that there were several holiday events coming up including an Ugly Sweater Holiday Party at Grand Dukes on December 5th.

Affiliated Athletic Associations

No report.

OLD BUSINESS

None.

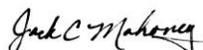
ADJOURNMENT

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

MOTION by Mahoney, seconded by Kranz to adjourn the regular board meeting at 8:54 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted.



Jack Mahoney, Secretary