

WOODRIDGE PARK DISTRICT
Regular Board Meeting
January 13, 2009

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

PRESIDENT'S REPORT

Recognition of Staff Milestone Anniversaries
None.

Director of Parks & Recreation Annual Extension of the Contract Term
President Hohnke stated if there was no objection by the Board that the annual extension of the contract term for the Director of Parks & Recreation would automatically be extended. No objection was voiced.

State of the Village Address, January 15, 2009

President Hohnke informed the Board that a luncheon will be served at Bobak's to kick off the Address on January 15, 2009.

IAPD/IPRA Conference

President Hohnke noted that this conference will be held at the Hilton Hotel in Chicago January 27 – 31, 2009.

Revised Forest Glen Park Dedication Date

Due to a conflict with the original date scheduled for the dedication, the Forest Glen Park dedication will take place on May 9, 2009.

The Park District Calendar had been included in each commissioner's packet.

STAFF REPORTS

Finance

Joan Larsen began her report stating that the Finance Department had been finalizing 2008 payroll information. W-2s had been sent to employees as well as Form 1099s prepared and distributed to non-corporate vendors.

Ms. Larsen noted also that staff was re-structuring the golf course food and beverage reporting structure. The intent was to implement a workable format that provided pertinent information to our managers. Year end accounting work for the golf course was underway as well.

Larsen stated that the results of our IMRF audit had been received January 5th. She briefly explained the points discussed in the audit which must be addressed by the District. The biggest hurdle to correct will be determining if the District is in compliance with statutory reporting requirements relating to employment enrollment, earnings and service, particularly employees working 1000 hours or over. It would be a decision of the Director and staff whether a position qualifies for enrollment in IMRF subject to the 100 hour threshold.

Planning

Jenny Knitter had one action item to bring before the Board. With regard to Cypress Cove Addition-Concrete, CDP #08-03c-04, Change Order #1, the Director's approval must be ratified. She noted that this

change order was the result of the need to underpin the existing Filter Building restroom floor due to a void that was discovered (pea gravel settlement). After a brief discussion, there was a

MOTION by Mahoney, seconded by Coleman, to ratify the Executive Director's approval of Change Order #1 for an increase of \$2,135.28 to DeGraf Concrete Construction's contract for the Cypress Cove Facility Addition-Concrete, Project CDP #08-03c-04 to underpin an unforeseen cavity beneath the existing filter building restroom floor slab.

AYES: Mahoney, Hohnke, Duffy, Coleman

NAYS: None

ABSENT: Kubal

MOTION CARRIED.

To update the Board regarding Cypress Cove Family Aquatic Park-Phase 3 Development Project, CDP #08-03c, Knitter stated that all water features at the North location had been completed. Siding and window installation continues. All underground tie-ins were complete at the South location. Carpentry on that concession building was underway. Staff was completing bid documents for the Irrigation Repair and Expansion Project. However, construction continued on the project even under the cold and snowy conditions. Knitter was very complimentary of the construction manager.

With regard to the Hobson Corner Park Development Project, staff will receive aquatic, engineering and electrical drawings from our consultants this month. Final construction drawings can then be completed and staff will go out to bid in March.

Knitter reiterated that staff was out to bid for the purchase and installation of the vandalized playground equipment at Meadowview School. Board approval will be requested at the February Board Meeting.

Golf Course

Brandon Evans had no action items to bring before the Board. He explained that Village Greens staff was currently working on revamping their website with a new vendor. This was being done in order to lower costs, integrate tournament and outing management functions, and improve marketing initiatives.

Severe flooding was experienced over the holidays due to a sudden snow melt and three inches of rain falling. The same areas which flooded in September were inundated with retention water, likely killing the dormant turf below. High repair costs as a result will be felt this spring.

Mike Adams noted that he and Evans had met with Village Staff regarding the current status of Village Greens. The Village staff was appreciative of the efforts to minimize the financial challenges the Golf Course had been encountering due to the impacts of the economy. They thanked Evans for all his hard work in keeping the golf course profitable. Adams explained to Village Staff that within the next few years infrastructure needs must be addressed at the golf course especially if the financial challenges continue and that planning should occur now to minimize impact on operations should the course experience a major infrastructure failure such as the irrigation system. He added the Village will need to be involved in the decision making process as to the reinvestment of funds for capital projects.

Recreation

Don Ritter reported that Early Bird registration for the WSA Spring season would be held on January 10th, 14th and 17th. Two sessions of Bedtime Storyhour had been offered December 21st. Both sessions were filled with 40 and 43 participants. This continues to be a great family event.

Aquatics

Julie Rhodes stated staff had presented in detail the proposed aquatic budget for FY2009/2010 at the January 6, 2009 Special Board Meeting workshop. Rhodes noted the changes to the budget following Board feedback at the workshop. Staff recommended approval of same.

Mike Adams noted, with the closing of Hobson Pool, the reciprocal agreement between Woodridge and Downers Grove was no longer being honored by Downers Grove Park District. The question at hand was, should this program be continued or terminated with respect to attendance at Cypress Cove? The pros and cons of this reciprocal agreement were discussed as well as how it would affect attendance at Cypress Cove. The Board concurred with staff based on the information presented that the agreement should not be extended at this time. Mike Adams explained that Downers Grove will consider distributing via email a survey inquiring if their residents were interested in this reciprocal agreement. The Board agreed the survey results would be a benefit.

With regard to approval of the aquatic budget, there was a

MOTION by Duffy, seconded by Mahoney, to approve the FYU2009/2010 Aquatic Budget and Fees as presented.

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

Parks

John Karesh began his report informing the Board that the maintenance power washer pump was no longer working and, unfortunately, not repairable. Although the funds were not allocated in this year's capital replacement fund there was funding available resulting from other replacement purchases coming in under budget. Karesh stated that staff recommends that the Board authorize staff to obtain proposals for purchase of a new power washer.

MOTION by Coleman, seconded by Duffy, to authorize staff to seek proposals for a maintenance power washer and approve the purchase of the low qualified proposal not-to-exceed \$2,600 and approve the expenditure in Fund 11 CRP Budget FY2008/2009.

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

With regard to Cypress Cove Filtration Pumps purchase, Karesh stated that four contractors had submitted bids for the rebuilding, refurbishing and reinstallation of two single stage vertical turbine marine grade pool pumps. The low qualified bidder had received favorable recommendations from other park districts. Therefore, staff recommended acceptance of the low qualified bidder.

MOTION by Duffy, seconded by Coleman, to accept General Pump & Machinery as the low qualified bidder and approve a contract in the amount of \$17,780.00 to complete the Cypress Cove Main Pool Turbine Pump Replacement, Project ACRP #08-01c.

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

ABSENT: Kubal
MOTION CARRIED.

Marketing

Megan Buchanan had one action item to bring before the Board. The PR and Marketing Department seeks to bid the printing of the 2009 Fall Activity Guide, 2010 Winter/Spring Activity Guide, 2010 Aquatics Guide and 2010 Summer Activity Guide. The bid specs include the same paper type, glossy cover and non-glossy inside, and quantity as the last bid.

MOTION by Coleman, seconded by Mahoney, to authorize staff to bid the 2009-2010 Activity Guide printing project.

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

Ms. Buchanan noted that 105 Fall Program evaluations had been received via Survey Monkey. Reports will be given to the recreation staff the week of January 12. The Winter/Spring Pathways was scheduled for delivery the week of February 9. A survey will be implemented to measure the readership of Pathways and the percentage of residents who rely on this flyer as their source of park district news. Information about this survey will be in the Winter/Spring issue and a link will be available from home page.

Ms. Buchanan stated that the first draft of the aquatics guide and new Cypress Cove facility map were being revised. Also new logos were being created for Alligator Alley, Bullfrog Bayou and Snapper's Snack Shack. A direct mail postcard was being created as well. Recent recognition in the Trib Local was received when a picture taken by the marketing staff was selected as one of six Photos of the Year.

CONSENT AGENDA

MOTION by Duffy, seconded by Coleman, to approve Consent Agenda items 1 through 12 for a total amount of \$1,727,534.48:

1. Regular Board Meeting Minutes	December 9, 2008
2. Vendor Payment & Payroll Ratification Report (12/05/08-1/08/09)	\$1,727,534.48
3. Village of Woodridge, Joint Resealing Project, Payout #1(Final)	\$5,605.96
4. W-T Civil Engineering, Hobson Corner Park, CDP #08-01ca-02, Payout #1	\$1,465.00
5. Williams Architects, Cypress Cove Phase 3, CA #07-01c, Payout #19	\$5,073.00
6. Corporate Construction Services, Cypress Cove Addition Construction Management Services, CA #07-02C, Payout #8	\$28,182.78
7. DeGraf Concrete Construction, Inc., Cypress Cove Addition-Concrete, CDP #08-03c-04 Payout #5	\$11,965.75
8. Cyberdyne, Cypress Cove Addition-Masonry, CDP #08-03c-05, Payout #2	\$34,063.92
9. Frontier Construction, Cypress Cove Addition-Carpentry, CDP #08-03c-06, Payout #4	\$72,118.62
10. Jensen's Plumbing & Heating, Cypress Cove Addition-Plumbing, CDP #08-03c-10	\$1,684.70
11. Jensen's Plumbing & Heating, Cypress Cove Addition-Plumbing, CDP #08-03c-10 Payout #7	\$506,490.00
12. B&E Aquatics, Inc., Cypress Cove Addition-Pools and Equipment, CDP #08-03c-12 Payout #6	\$296,043.95

President Hohnke requested a roll call:

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

DIRECTOR'S REPORT

a. Resolution No. 09-1, Destruction of Verbatim Record of Certain Closed Meeting.

Mike Adams explained that per the Open Meetings Act, the Board may destroy verbatim recordings eighteen months after completion of the meeting. Adams noted those particular closed session minutes which had been approved and were not subject to any administrative or judicial proceeding.

MOTION by Duffy, seconded by Mahoney, to approve Resolution No. 09-1, Destruction of Verbatim Record of Certain Closed Meetings.

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

b. Resolution No. 09-2, NIMEC, Electrical Bid, Director Authorization to Enter Into Contract

Mike Adams noted that he was requesting Board authorization for the Executive Director, or in his absence Deputy Director, to enter into a purchase agreement with NIMEC for electrical power. In explaining further, Adams stated that NIMEC will be conducting the annual bid for electric sometime between February 1 and April 15. The rates do fluctuate with the market. Having authorization will allow the District to either move forward and accept the bid price set by NIMEC or hold off. After discussion, there was a

MOTION by Mahoney, seconded by Coleman, to approve Resolution No. 09-2, Authorizing the Executive Director (and the Deputy Director in the executive Director's absence) to enter into a twelve (12) month purchase agreement for electrical power for the Community Center, Village Greens Golf Course, Cypress Cove and Janes Avenue Park.

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

c. Ordinance No. 09-1, Adopting Revisions to the WPD Policy & Procedural Manual (8.8.1 Employee Conduct & Cooperation & 8.8.2 Discipline Measures, Termination, and/or Resignation of Employment)

Mike Adams reiterated that staff had presented at a Special Board Meeting for Board review consideration of the subject policies. These policy additions and recommendations were recommended by PDRMA. The policies and procedures had been finalized by staff and were ready for Board adoption in ordinance format.

MOTION by Duffy, seconded by Coleman, to approve Ordinance No. 09-1, Adopting Revisions to the WPD Policy & Procedural Manual.

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

d. Ordinance No. 09-2, Determining Personal Property No Longer Necessary or Useful to the Woodridge Park District & Authorizing Its Conveyance or Sale

Adams explained that this Ordinance came about because, staff did not have the authority to dispose of unnecessary property amounting to less than \$500 without first obtaining Board approval. This Ordinance would allow for a speedier disposal of certain personal property that had little or no value and no longer necessary or useful to the District.

MOTION by Mahoney, seconded by Coleman, to approve Ordinance No. 09-2, Determining Personal Property No Longer Necessary or Useful to the Woodridge Park District & Authorizing Its Conveyance or Sale.

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

e. Resolution No. 09-3, Authorizing a Change Order in Regard to Cypress Cove Aquatic Facility Expansion, Phase 3, Landscaping, Project #08-03c-2 Involving a Decrease in the Contract Price in Excess of \$10,000. Adams had informed the Board previously of the problems and difficulty staff has had with the contracted landscaper. Overall, he has failed to perform. For example, vendors have not been paid; no shop drawings have been prepared; retaining wall not completed; he does not attend any meetings, etc. Staff has discussed the situation with our attorney and the construction manager. Time was of the essence. After discussing this matter in more detail, there was a

MOTION by Duffy, seconded by Coleman, to move to approve Resolution No. 09-3, Authorizing a Change Order in Regard to Cypress Cove Aquatic Facility Expansion, Phase 3, Landscaping, Project #08-03c-02 Involving a Decrease in the Contract Price in Excess of \$10,000.

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

MOTION by Duffy, seconded by Coleman, to authorize payment to Waterloo Tent & Tarp in the amount of \$21,552.68 for the purchase, freight, and shipping of nine (9) permabrellas as originally bid and specified in the construction documents.

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

MOTION by Duffy, seconded by Coleman, to authorize payment to Rose Brick & Materials in the amount of \$5,843.91 for the purchase, freight, and shipping of modular block retaining wall materials as originally bid and specified in the construction documents.

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

MOTION by Duffy, seconded by Coleman, to authorize payment to Northfield Block Company in the amount of \$500 for the purchase of retaining wall engineered stamped shop drawings as specified in the construction documents.

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

MOTION by Duffy, seconded by Coleman, to authorize the Executive Director to take all steps necessary required to terminate the contract with County Line Nurseries and Landscaping, Inc. Cypress Cove Aquatic Facility Expansion, Phase 3, Landscaping, Project #08-3c-02 in the event that the architect certifies that sufficient cause exists to justify the termination and to obtain the services of another contractor to complete the work by seeking proposals and/or bids.

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

2nd Quarter Goals & Objectives Update

Mike Adams informed the Board that Staff was progressing as planned with regard to this item.

COMMITTEE REPORTS

No report.

EX-OFFICIO REPORTS

No report.

OLD BUSINESS

Triangle Park License Agreement Renewal

Adams reported that he had received a satisfactory engineering report from the licensee. The Agreement had been renewed.

Skate Board Park Development Planning

Mike Adams explained that he would be meeting with staff to discuss details of this park project. Adams said he would also investigate possibly applying for OSLAD & CDBG grant funds for this project. As directed by the Board, staff was moving forward with the planning for the development of a skate board park.

ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn was requested. MOTION BY Duffy, seconded by Coleman, to adjourn the meeting at 8:35 P.M. ALL AYES. MOTION CARRIED.

Respectfully submitted.

Brian Coleman, Secretary