

WOODRIDGE PARK DISTRICT
Regular Board Meeting
March 11, 2008

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, Knitter, Buchanan, Ritter, Karesh, Rhodes, Evans and Peboontom. Also present: Tim Lenac, PDRMA.

PUBLIC PARTICIPATION

Mr. Tim Lenac of PDRMA was present at the meeting to recognize and congratulate the park district on receiving Excellent, Level A on its 2007 review. He thanked both Mike Adams and Julie Rhodes for their continued support of the risk management program. Mr. Lenac presented President Hohnke with a plaque recognizing the achievements of the park district.

PRESIDENT'S REPORT

Recognition of Staff Milestone Anniversaries

President Hohnke stated that Alexandra Patrickus (Cypress Pool Staff) had been with the Park District for five years. Secondly, President Hohnke recognized and thanked Dan Peboontom (Athletic Supervisor) on his ten year anniversary. Don Ritter interjected that Mr. Peboontom has done a great job running the athletic programs. He especially helped in turning our soccer program around. Mr. Ritter added that Mr. Peboontom is well liked by all our volunteer coaches. All his efforts have been greatly appreciated over the past ten years.

President Hohnke noted that a Special Board Meeting had been called for Tuesday, April 22, 2008 at 6:00 PM for the purpose of a budget workshop to review the FY 08/09 Budget.

President Hohnke stated that a letter had been received again this year from the Conservation Foundation requesting an annual donation. After a brief discussion of their services and benefits, there was a

MOTION by Coleman, seconded by Duffy, to approve a \$100 donation to The Conservation Foundation to support preservation of open space, conservation of natural areas, and environmental education efforts in the region.

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

The State of the Village luncheon will be held at the Signature Room on April 16th.

In concluding his report, President Hohnke explained that a letter had been sent to the Mayor from Joel Kagann, Woodridge Special Events Committee (WSEC), requesting funds for various special events to include the 4th of July picnic. WSEC requested an increase amount from \$5,500 to \$6,000 to be split between the Park District and Village as has been done over the past years to cover expenses of the events. Mr. Adams said he would investigate the increase further and will budget the final agreed to amount in the FY 08/09 budget for Board consideration.

STAFF REPORT

Finance

Joan Larsen began her report stating that the Golf Course compilation report had been completed and distributed for Board review.

Secondly, Ms. Larsen explained that staff had been working diligently on expanding use of the P-card system. She hoped to have all staff using the cards for business travel and reservations. Mr. Adams interjected that there were "control" mechanisms that must be adhered to when using this card. The district was now easing into the entire P-card program and those staff using the P-card will attend training programs. The system will be carefully monitored due to the nature and credit card vulnerability.

In concluding her report, Ms. Larsen noted that digital photography for programs and project documentation as increased significantly the past few years. In order to keep up with the volume of computer storage needs, an inexpensive computer archiving drive device called "the Buffalo" had been purchased. All digital photography will be stored in the Buffalo to reduce the memory needed on the main network drives.

Planning

Hobson Creek Corridor Restoration Project (Seven Bridges Park), CDP #089-04c – Authorization to Finalize Agreement

Jenny Knitter gave a brief history of this project which first began in December of 2004. The District was asked by the Hobson Creek Community Council to participate financially in the project to cover expenses of a small portion of the erosion control creek project located on park property at Seven Bridges Park. The District would be responsible for 20% of the construction costs related to approximately 100 feet of the creek area. 80% of the total project costs will be covered by grants through EPA and DuPage County. Knitter explained further, the Park District cost to do plan, construct, and administer this project on our own would significantly increase the cost to the District.

Since originally bid in 2005, the cost of the project had increased because it was held up in permitting. The estimated cost of the District's share of the project is \$12,949.75. Adams stated the Board already approved \$7,500 for the project in the FY 0708 budget. After further explanation and discussion, Ms. Knitter requested Board approval to move forward with the Hobson Creek Corridor Restoration Project.

MOTION by Duffy, seconded by Coleman, to authorize staff to proceed with the Hobson Creek Corridor Restoration Project and to finalize an agreement with the Hobson Creek Community Council for future Board action.

AYES: Coleman, Duffy, Hohnke, Mahoney

NAYS: None

ABSENT: Kubal

MOTION CARRIED.

75th Street Park – Development Project, CDP #07-02c-01

Ms. Knitter stated that staff was in the final stages of design for the park and will soon be out to bid. Staff was working with the DuPage Community Foundation in pursuing new leads for the \$158,000 local match. She added the Foundation has secured a donation of \$100,000 from one donor for two projects on behalf of both the Woodridge Park District and Yorkville Center Park District.

Mending Wall Park – Playground Purchase and Installation Project, CRP #08-01c-01

Ms. Knitter noted that proposals had been requested from 5 different playground manufacturers for design of the new equipment to be located within the existing playground borders. Staff was presently reviewing these proposals. Fall of 2008 was slated as the scheduled construction time to coincide when kids are back in school. Knitter added, after further assessment of the condition of the Caddie Corner Park play equipment structure, staff determined that there is still useful life for this structure and replacement will occur according to the original schedule, but staff will move forward with the replacement of the swing structure this year, which was removed for safety reasons.

Community Center Recognition Seating Plaza and Garden Project, CDP #08-02c

Ms. Knitter said that staff was sending out requests for proposals to contractors to perform the concrete, electrical, and paver work for this project. In reviewing the items to be purchased, Hohnke inquired why the statute was eliminated. Ms. Knitter said the estimated cost may exceed the original budget. Staff recommended that this item could be added in if costs come in lower than expected or be installed in a Phase 2 program. After discussion, Mr. Adams stated that more research will be done on costs of these statues and present for Board discussion at the April meeting.

2008 Hobson Redevelopment Project

To update the Board on this project, Ms. Knitter noted that the survey field work had been completed. Once the drawings are received, the next phase will be to complete design development. Currently, staff has been conceptually amending the current design based on committee comments. A conceptual cost estimate was presented to the Board.

Golf Course

2008 Pesticide/Fertilizer Purchase, Project VGEP #08-01c, Bid Acceptance

Brandon Evans began his report stating that staff had gone out for bid on the pesticide/fertilizer program. A significant savings had been found over the past four years by bidding out the purchase of fertilizers, herbicides and pesticides. After review of the low apparent bidder from bid package #1 for the purchase of greens fertilizer with fungicide, Mr. Evans requested Board rejection of the low bid from Lesco, Inc. due to noncompliance with the specifications.

MOTION by Mahoney, seconded by Coleman, to reject the bid from Lesco, Inc. for purchase of greens fertilizer with fungicide due to non-compliance with specifications in bid package #1.

AYES: Coleman, Duffy, Hohnke, Mahoney

NAYS: None

ABSENT: Kubal

MOTION CARRIED.

Mr. Evans requested approval of the bid of Arthur Clesen.

MOTION by Duffy, seconded by Coleman, to accept the low qualified bid of \$2,5230 from Arthur Clesen for the purchase of greens fertilizer with fungicide as specified in bid package #1, 2008 Miscellaneous Fertilizers Purchase, VGEP #08-01c.

AYES: Coleman, Duffy, Hohnke, Mahoney

NAYS: None

ABSENT: Kubal

MOTION CARRIED.

Mr. Evans explained that bid #2 was for general fairway fertilizer. He requested approval of low bid #2.

MOTION by Duffy, seconded by Coleman, to approve the low qualified bid of \$9,825.60 from Conserve FS for the purchase of fairway fertilizer as specified in bid package #2, 2008 Miscellaneous Fertilizers Purchase, VGEP #08-01c.

AYES: Coleman, Duffy, Hohnke, Mahoney

NAYS: None

ABSENT: Kubal

MOTION CARRIED.

Approval was requested of the Board for bid package #3 from Lesco for the fairway fertilizer.

MOTION by Mahoney, seconded by Coleman, to approve the low qualified bid of \$4,282 from Lesco, Inc. for the purchase of fairway fertilizer with insecticide as specified in bid package #3, 2008 Miscellaneous Fertilizers Purchase, VGEP #08-01c.

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

Next, approval was requested for package #4 from Lesco, Inc. for the purchase of potash.

MOTION by Duffy, seconded by Mahoney, to approve the low qualified bid of \$805.20 from Lesco, Inc. for the purchase of potash for greens and tees as specified in bid package #4, 2008 Miscellaneous Fertilizers Purchase, VGEP #08-01c.

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

Mr. Evans requested approval of the low bid for package #5 which was a new product, gypsum, to be used for the greens, tees and fairways to modify the soils as recommended by our soils consultant.

MOTION by Mahoney, seconded by Coleman, to approve the low qualified bid of \$3,759 from Chicagoland Turf for the purchase of gypsum for greens, tees, and fairways as specified in bid package #5, 2008 Miscellaneous Fertilizers Purchase, VGEP #08-01c.

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

Next, Mr. Evans stated that three price quotes for the acid injection component for the irrigation system had been received. He added, this equipment was necessary to modify the soils due to the negative results of the soils test taken showing that the soils have excessive amounts of magnesium deposits which effects the quality of turf. Mr. Adams said staff secured the purchase based on the low proposal of \$15,600 and presented this information to keep the Board informed of the action taken. Hohnke directed staff to move forward with the purchase of the equipment needed from Growing Solutions.

To conclude his report, Mr. Evans briefly reviewed and highlighted portions of the Golf Budget. A formal presentation of this budget will occur at the April Board meeting.

Recreation

Don Ritter had no action items to present. He stated that Spring Soccer enrollment was up from spring 2007. Staff shared the results from our soccer survey with the Soccer Board. They were pleased with the results.

Parks

John Karesh had no action items for the Board. With regard to current work projects, he noted that his staff was working on thoroughly inspecting and repairing as needed all of the vehicles and equipment -

preventive maintenance procedures. Secondly, staff was working on the construction of two portable toilet blinders to match our new design, and give our parks a more unified look.

Marketing

For the Board's information, Megan Buchanan explained that in an effort to build on the District's email database, staff will begin obtaining email addresses from program users when they register during specific program registration periods.

As of March 5, staff received \$5,900 in sponsorship money for the Jubilee. Ms. Buchanan noted that an updated logo will be available for the anniversary celebration. The aquatic guide will be delivered to homes Friday, March 14. The summer guide was in its second draft. April 18th was the launch date for registration.

Administration

In a memorandum from Holli Wetta, Office Manager, she reported that staff was again participating in the yearly Cooperative Purchase Program through IPRA. This worthwhile program allows the district to save money on such items as paper and plastic products, sports equipment, office supplies, work tools, and fertilizer for our facilities.

Mr. Ritter next presented and gave a quick review of the Personnel Policy Manual Revisions and Additions. Our attorney reviewed these and signed off on same. Mr. Ritter noted that there were 16 new policies. One significant change dealt with the Community Center rental procedures. People renting the facility will be allowed to bring in their own caterer for a fee of \$50. Discussion ensued on some of the revisions. Staff seeks Board approval at the April regular board meeting.

CONSENT AGENDA

MOTION by Duffy, seconded by Coleman, to approve Consent Agenda items 1 through 6 for a total amount of \$389,486.03:

- 1. Regular Board Meeting Minutes February 12, 2008
- 2. Executive Session Meeting Minutes February 12, 2008
- 3. Special Board Meeting Minutes February 19, 2008
- 4. Vendor Payment & Payroll Ratification Report (2/9/08-3/6/08) \$389,486.03
- 5. Hitchcock Design Group, 75th St. Park Development Landscape Architecture,
CDP #07-02CA-01, Payout #8 \$1,800.00
- 6. Williams Architects, Cypress Cove Phase 3, CA #07-01c, Payout #9 \$42,721.66

AYES: Coleman, Duffy, Hohnke, Mahoney

NAYS: None

ABSENT: Kubal

MOTION CARRIED.

DIRECTOR'S REPORT

Adams informed the Board that he still had not heard from OSLAD regarding the grant for Cypress Cove. Bid opening was March 19th. Mr. Adams noted that fifty-five contractors had picked up bid packets to date, which is a good sign that there is a favorable bid climate. He added, the Board will have sixty (60) days in which to act on awarding the low bids. If we status of the OSLAD grant is unknown within the sixty (60) days, our options will be to accept the bids and jeopardize the grant or rebid the project. Adams reported, the architectural agreement with Williams & Associates was finalized and approved by the attorney.

For the Board's information, Adams stated that staff was still negotiating with the sanitary district on unpaid charges at Cypress Cove caused by the sanitary district's neglect in invoicing us since 2003. The sanitary district was willing to work with the Park District on a payment plan if necessary.

COMMITTEE REPORTS

SEASPAR

Mr. Adams reiterated that Downers Grove Park District had still not approved SEASPAR's By-Laws.

JUBILEE

Security Services – Authorization to Request Proposals

Mr. Ritter noted that the Jubilee had been using the security services of ASI Security, Inc. since 1996. The service and professionalism exhibited by this company had been excellent. However, staff and the Jubilee Committee feel it is prudent to periodically request proposals to obtain the best price for quality services. Staff requested Board authorization to request proposals security services for the Woodridge Jubilee. Once proposals are received, staff will have the opportunity to review and compare accountability and fees.

MOTION by Coleman, seconded by Duffy, to authorize staff to seek proposals for security services for the 2008 Jubilee special event.

AYES: Coleman, Duffy, Hohnke, Mahoney

NAYS: None

ABSENT: Kubal

MOTION CARRIED.

EX-OFFICIO REPORTS

Chamber of Commerce – Request for Member Appreciation Picnic

Adams stated that the Chamber had approached the District regarding their annual member appreciation event. To improve attendance and enhance their event, the Chamber proposed to incorporate this event with the Jubilee on Thursday evening. Since, there is no programming of the Jubilee on this night with the exception of the carnival; staff did not anticipate any conflicts. Adams added a Village special events permit may be needed, but again he did not see any conflicts. He will keep the Board informed as more details are provided.

Affiliated Athletic Associations

- a. Woodridge Soccer Association (WSA)
- b. Sea Lions Swim Team Parent Association
- c. Woodridge Athletic Association (WAA)
- e. Woodridge Wildcat Traveling Softball
- e. Downers Grove Panther Jr. Football

Mr. Adams explained that beginning with the next regular Board meeting, any information received from these groups will be posted in the meeting minutes. This will allow all residents to remain informed of ongoing events pertaining to these groups in the community.

OLD BUSINESS

Janes Avenue Soccer Fields – Modern Day Dry Cleaners ILEPA, NFR

Several years ago a small amount of contamination had been found in underground wells on the site of the Cleaner's. The District permitted additional monitoring wells on the Janes Avenue Soccer Fields site, to identify the extent of the contamination. Adams noted the EPA officially determined no further remediation was necessary. The Cleaner's environmental consultant is checking to see how long the monitoring wells will need to remain on the District's site, but Adams added the District requires a Certificate of Insurance noting the District as an "additional insured" until such time they are removed.

Jefferson Junior High School – Health & Well Facility / Athletic Field House Addition Concept

Adams updated the Board on School District #68's proposed plans to add a health and wellness facility to Jefferson Junior High School building and the conceptual idea of adding an athletic field house in the future.

Adams explained that a preliminary conceptual architectural drawing had been prepared by Wight Architects as requested by the School District and Park District. He said it was a very rough draft at this stage but did show that an athletic field house addition to the school building was a possibility. He indicated other layout options need to be explored. Staff will continue to explore the feasibility of this project idea with the School District and Village. Adams outlined a possible scenario to fully assess and evaluate the feasibility of such a project by incorporating the planning in connection with a strategic planning process for the next Comprehensive Five Year Financial and Capital Development Plan to be approved in 2010, which includes extensive public feedback.

NEW BUSINESS

None.

EXECUTIVE SESSION

MOTION by Duffy, seconded by Coleman, to adjourn to Executive Session to discuss the purchase or lease of real property per 2(c)(5) and to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District per 2(c)(1). All Ayes. MOTION CARRIED.

The Board adjourned to Executive Session at 8:45 PM.

REGULAR MEETING RECONVENED

The Regular Board Meeting reconvened at 9:00 p.m.

Upon Hohnke's request for a roll call, the following commissioners were present: Coleman, Duffy, Hohnke, Mahoney. Absent: Kubal.

ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn was requested. There was a Motion by Duffy, seconded by Coleman to adjourn the meeting at 9:00 p.m. All Ayes. MOTION CARRIED.

Respectfully submitted,

Brian Coleman, Secretary