

WOODRIDGE PARK DISTRICT
Regular Board Meeting
July 12, 2011



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: Coleman, Duffy, Hohnke, Kubal, Mahoney. Staff present: Adams, Larsen, Evans, Karesh, Knitter, Pettit, Ritter, Rhodes.

OTHERS IN ATTENDANCE: Melissa Tussing, Woodridge Patch

PRESIDENT'S REPORT

Recognition of Staff Milestone Anniversaries: President Hohnke offered congratulations to Ryan Bordewick who is celebrating his 5 year anniversary and Dave Lenzen who is celebrating his 20 Year Anniversary with the Woodridge Park District.

President Hohnke and Commissioner Coleman attended the Village Greens Men's Club celebration for their 50th Anniversary, which included a ribbon cutting ceremony for the recently updated #10 tee area.

STAFF REPORTS

Finance

Joan Larsen began her report stating that all preliminary audit work was completed on July 7th and trial balances for all funds will be delivered to the auditor as scheduled in our timeline. The auditors are scheduled to be with us July 11th through July 15th.

Larsen noted tax receipt collections are continuing to be received for both Du Page and Will counties. Staff will be analyzing data for placement of investments with IPDLAF in the near future.

Larsen stated that staff is beginning to compile the necessary information to submit the CAFR (Comprehensive Annual Financial Report) and obtain the designation for financial reporting that it brings. Our deadline for submission of information to Sikich for review is the end of July.

Larsen reported that staff is preparing for our annual payroll distribution where we require each employee to personally receive and sign for their paycheck.

Larsen concluded her report stating that Jubilee receipts have all been posted and the carnival and Special Events Committee are both paid. A profit/loss statement will be prepared in the upcoming weeks.

Planning

2a. Jenny Knitter began her report with an action item in regards to Sunnydale Park Asphalt Path Resurfacing Project, CRP#11-02pc. Staff recommends the Board approve Chicagoland Paving Contractors, Inc. as the low qualified bidder and approve a contract in the amount of \$21,909.00 for the Sunnydale Park Asphalt Path Resurfacing Project.

MOTION by Coleman and seconded by Duffy to approve a contract agreement with Chicagoland Paving Contractors, Inc., in the amount of \$21,909.00 for Sunnydale Park Resurfacing project.

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

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

MOTION CARRIED.

2b. Knitter's next action item is for Siple School Swing Purchase Project, CRP#11-04pc-01. Staff requested proposals from two playground manufacturers and seek Board approval of a contract with Parkreation, Inc. as the low qualified bidder for the project in the amount of \$4,784.33.

MOTION by Duffy, seconded by Mahoney to approve a contract agreement with Parkreation, Inc., in the amount of \$4,784.33 for the Siple School Swing Purchase Project CRP#11-04pc-01.

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

2c. Knitter continued with her next action item seeking Board approval for staff to bid the Caddie Corner Park Play Equipment Replacement Project CRP#11-04c.

MOTION by Duffy and seconded by Mahoney to authorize staff to bid the Caddie Corner Park Play Equipment Replacement.

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

Knitter continued her report with information regarding Orchard Hill Park – Phase 6 Lighting Improvement Project. Construction documentation and bid timeline is pending notice of the PARC Grant awards.

Knitter stated that in regards to Hobson Corner Park, installation of the replacement features are complete and the fountain has been up and running since June 6th. Staff is working to file all appropriate insurance paperwork accordingly.

Knitter noted that in regards to the Hobson Corner Park Ornamental Fence and Gate Addition Project, MSP#11-03pc, staff conducted a pre-construction meeting with the contractor, the materials are scheduled to arrive this week with construction scheduled to occur the week of July 11th, the installation should take two days.

Knitter stated that in regards to the Community Center Marquee Replacement Project, staff has meet with a local sign company to discuss our options related to the replacement of the existing marquee with a LED sign. This month, staff will investigate options within our current budget to determine the true scope of this project to bid in the fall.

Knitter concluded her report noting that staff will request proposals for the color coating of Seven Bridges Park Tennis and Basketball courts, along with line striping of a full court basketball at Jefferson Jr. High. As a part of this project, staff will also be requesting quotes for the purchase of two new basketball hoop systems for Jefferson Jr. High.

Golf Course

Brandon Evans began his report stating that Village Greens hosted 6794 rounds in June. While the rounds played in June were higher than the previous two years, we were still down from our historical average of 7414. Five days of rain resulted in several league cancellations, and we continue to see economic conditions contributing to reduced play in certain time periods. However, we are optimistic that golfers are starting to return to the game, and Village Greens is seeing higher levels of play compared to others in our area. When the weather is nice and the price is right, we had several days of 300+ players in June. Year to date rounds are 14,821, down 18% compared to last season.

Evans noted that during the recent storms, Village Greens lost 9 trees, and year to date, nearly 25 trees have been removed from the property.

Evans noted that despite a couple of cancellations due to weather, our golf outing business continues to get stronger with the addition of the patio canopy and greater word-of-mouth advertising from satisfied customers. Through June, we had 32 outings totaling \$78,999.98 compared to 27 outings for \$62,375.28 through June of last year.

Evans stated that staff has completed a three year Fuel Analysis as one of our stated goals for 2011. In 2008, as we began working towards Audubon certification and established goals of becoming more environmentally friendly, we saw a potential to reduce our fuel usage. We began by simply changing our behavior; making staff more aware of fuel wasted by using vehicles when not absolutely necessary, taking multiple people to a job location in the same vehicle, and making slight changes to the driving patterns of our ranger and beverage cart personnel. We also placed an emphasis on fuel efficiency in new vehicles we obtained, and the golf carts we purchased in 2009 and 2010 were touted as the most fuel efficient on the market. Lastly, we found more savings by reducing unnecessary ranger shifts, changing mowing frequency without adversely affecting customer satisfaction, and purchasing more range balls resulting in fewer attempts to clean the range. Staff is proud to report that as a result of our efforts, we have been able to reduce ethanol fuel usage 24% in three years, from 7279 gallons in 2008, to 6869 in 2009, to only 5520 last season. In the same period, we reduced diesel fuel usage 9%, from 2669 gallons to 2428 gallons. At an average fuel cost of \$3.00 per gallon, the reduction realized over the past 3 years would amount to over \$50,000 over the next decade. While rounds played have remained the same over the same period, we acknowledge that there has been a slight shift toward 9-hole play and therefore fuel savings. However, the collective awareness and efforts of staff have certainly resulted in both financial and environmental benefits.

Evans concluded his report stating that our Charitee Challenge had its first \$1000 hole-n-one winner in June. Weboon Peboontom, aced the par 3 #4 hole, after purchasing his Charitee ticket. In addition, our designated charity for June, the Susan G. Komen for a Cure Foundation also received \$500 as a result of Mr. Peboontom's hole-n-one.

Recreation

Don Ritter began his report by noting that camp participation numbers are up slightly from last year. Adventure Camp has averaged 68 campers during the first 5 weeks compared to last year's average of 58. Trek and Travel Camp has averaged 29 participants as compared to last year's 24. The Before and After Camp numbers are also up slightly over last summer. The new Site Directors have done a terrific job in keeping things running smoothly.

Ritter stated that the two concert-in-the-park events held in June both had approximately 75 people in attendance. Despite some wireless microphone issues with the Decatur Park Singers, we did receive some positive comments about their performance.

Ritter noted that our first movie-in-the-park had approximately 300 people attend at Orchard Hill Park. We did receive one complaint from a resident across the street about the noise level from the movie. We also experienced some problems with the DVD freezing up and it took about 30 minutes to repair. Staff is working with the DVD vendor to be compensated for our next movie rental.

Ritter concluded his report stating that on July 14th, Angie McGrath will be celebrating her 14th year as our Preschool Coordinator and her 4th year as Coordinator of the Kidz Squad program. Congratulations Angie!

Aquatics

Julie Rhodes began her report by stating that operating days for Cypress Cove for May/June 2011 were 28/33 compared to 2010's operating days of 27/29. Attendance Statistics for May/June 2011 were 27,005 compared to 2010's 30,441. The aquatic year-to-date revenue is up for 2011. The year-to-date revenue (May 1 – June 30, 2011) is \$599,134 compared to 2010 year-to-date revenue of \$592,512.

Rhodes noted that surveys were sent out to season pass holders and we are starting to receive feedback.

Rhodes concluded her report mentioning that Western Family Fun Day will be held on Saturday, July 30 at Cypress Cove from 12 noon till 4 pm.

Mike Adams added that due to the large amount of power outages in the area, neighboring towns pools were inoperable. Bolingbrook and Lisle have inquired if we could do a reciprocal agreement for their season pass holders to attend Cypress Cove. Adams stated an interim arrangement will be worked out and suggested that following the season that a long term agreement be considered for emergency situations.

Parks

John Karesh began his report stating that the storm that came through on Tuesday, June 21st knocked down many branches throughout the district. The largest damage was a willow tree at Lake Harriet and an oak tree that fell at Castaldo Park. The willow tree that fell at Lake Harriet fell on the bridge closest to 71st breaking the railing. Replacement parts are ordered for the bridge.

Karesh noted that staff is finishing up the removal of soccer goals, bleachers, and garbage cans from the 2011 spring soccer season. Staff is also working on raising low spots, sodding and seeding at the Orchard Hill soccer fields. Karesh mentioned what a great job the maintenance staff did with set up, operations and take down of the 2011 Jubilee. All of the maintenance department's responsibilities for the event were met with no problems.

Karesh noted that staff worked with the special events committee on the 4th of July picnic. The parks department provided set up; garbage and liter pick up during the event and clean up at the conclusion of the picnic.

Karesh stated that Robert Harry designed a custom fabricated rain collection water tank, which was installed at the garden plots.

Karesh concluded his report noting that new landscaping was installed around the water feature at Forest Glen Park. Karesh also stated that trees infested with Emerald Ash Borer (EAB) have been found at Caddie Corner Park. A total of four ash trees were removed. This is the third park where EAB has been located, previously it had been found at Janes and Mending Wall parks. A total of ten infested ash trees have been removed from the parks.

Marketing

Megan Pettit began her report stating that the following information was posted on the web, in the newspapers and on facebook: summer disc golf tourney, skate park contest, free movies under the moon, and flick n float at Cypress Cove.

Pettit continued her report stating that the marketing department is assisting the aquatics department in seeking gift card donations for the Western Family Fun Day on July 30th. We typically receive 10-15 gift cards from a variety of restaurants and movie theatres.

Pettit noted that marketing department is promoting the skate contest via monthly e-news, posters/flyers, banner ad on home page and facebook.

Petit concluded her report by stating that the marketing staff has sent out the Jubilee survey and a Cypress Cove survey, and we are waiting for the results.

Safety Committee

Julie Rhodes stated that the June safety briefs were emailed to the staff on July 1, 2011.

CONSENT AGENDA

MOTION by Duffy, seconded by Mahoney to approve Consent Agenda items 1 through 6 for a total amount of \$969,891.03.

1. Regular Board Meeting Minutes	June 14, 2011
2. Vendor Payment & Payroll Ratification Report (6/10/11-7/07/11).....	\$969,891.03
3. Oak Brook Mechanical Services, Cypress Cove Plunge Pool Heater Replacement Project, ACRP#11-02c-01, Payout #1 (Final).....	\$15,650.00
4. Landworks, Ltd., Village Greens Paver Installation Project – VGCRP#11-01pc-01,Payout #1 (Final) ...	\$13,780.00
5. Fountain Technologies, Hobson Corner Park Spray Pad Repairs Project, MSP#11-01pc-02, Payout #1 (Final).....	\$17,895.60
6. Unilock Chicago, Inc., Village Greens 10 th . Tee Improvement Project, VGCDP#11-01pc-02 Payout #1 (Final).....	\$3,375.00

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

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

ADMINISTRATION

Don Ritter began with an action item for light fixtures for the Community Center Oak/Hickory room. Staff recommends the Board accept CNA Professional Services as the low qualified bidder and approve a contract agreement in the amount of \$4,800.00 for the installation of the light fixtures.

MOTION by Kubal and seconded by Mahoney to approve the contract with CNA Professional Services in the amount of \$4,800.00 for the light installation in the Oak/Hickory room at the Community Center.

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

DIRECTOR'S REPORT

1a. Mike Adams began his report with an action item seeking Board approval of Ordinance No.11-9, an Ordinance Determining Personal Property No Longer Necessary or Useful to the Woodridge Park District and Authorizing Its Conveyance or Sale.

MOTION by Coleman, and seconded by Duffy to approve Ordinance No. 11-9, Authorizing the Conveyance or Sale of Personal Property No Longer Necessary or Useful to the Woodridge Park District.

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

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

EX-OFFICIO REPORT

1. Plan Commission – No report
2. Chamber of Commerce – No report
3. Affiliated Athletic Associations
 - a. Woodridge Soccer Association (WSA) – No report
 - b. Sea Lions Swim Team Parent Association – No report

- c. Woodridge Athletic Association (WAA) – No report
- d. Woodridge Wildcat Traveling Softball- No report
- e. Downers Grove Panther Jr. Football – No report

OLD BUSINESS

None

NEW BUSINESS

None

EXECUTIVE SESSION

MOTION by Duffy, seconded by Coleman, to adjourn to Executive Session under Section 2(c)(5) to discuss the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

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

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

The Board adjourned to Executive Session at 7:35 pm.

RECONVENE OPEN SESSION

The regular Board Meeting of July 12, 2011 reconvened at 8:39 P.M.

Upon a roll of Commissioners being called, the following were present: Coleman, Duffy, Hohnke, Kubal, Mahoney. Staff present: Adams, Ritter.

ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn was requested. MOTION by Duffy, seconded by Mahoney to adjourn the meeting at 8:40 P.M.

ALL AYES. MOTION CARRIED.
Respectfully submitted.



Brian Coleman, Secretary