

WOODRIDGE PARK DISTRICT
Regular Board Meeting
December 13, 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: Duffy, Hohnke, Mahoney, Coleman. Staff present: Adams, Larsen, Karesh, Knitter, Pettit, Rhodes, Ritter. Absent: Commissioner Kubal, Brandon Evans.

OTHERS IN ATTENDANCE: Louis Wardin, 3325 Stillwell Ct., Woodridge. Marvin Parr, 2529 Kelly Drive, Woodridge. Melissa Tussing, Woodridge Patch. Steve Herron, Former Chief of Woodridge Police Department.

PUBLIC HEARING

A Public Hearing concerning approval of an Ordinance Levying and Assessing Taxes for Tax Year 2011 for Calendar Year January 1, 2012 through December 31, 2013. Adams presented a summary of the differences between the levy ordinance and what the District estimates it will actually receive from the Counties. He reviewed the impact of the tax rate if the District did not levy for all projected new growth. Adams reviewed the current financial obligations of the District which included but was not limited to the legal costs and debt service for the acquisition of the Town Centre property. He also reviewed the tax impact on the typical homeowner. Hohnke stated all persons desiring to be heard will have the opportunity to present written or oral testimony. Mr. Louis Wardin presented oral testimony in regards to the Tax Levy asking the District to not increase its levy for the year and suggested other revenue sources be considered such as special events. There being no additional testimony, MOTION by Duffy, and seconded by Mahoney to adjourn the Public hearing.

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

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

PUBLIC PARTICIPATION

Mr. Louis Wardin requested that an organizational chart of people's names and their positions be posted on the Woodridge Park District web site. Adams responded that the information is currently posted on the website (Adams showed the location of the information on the website projection screen).

Mr. Wardin also noted that the library posted an employee salary chart showing the number of employees in various salary ranges, i.e. \$25,000 to \$50,000--\$50,000 to \$75,000, etc.

Mike Adams responded that this information is available to the public from all public agencies. This report is called a Treasure's Report and this information is required to be posted by State statute in the local newspapers within six months of the year end close, typically the last week of October or you can request this information directly from the Woodridge Park District.

PRESIDENT'S REPORT

President Hohnke began his report presenting Resolution No. 11-14, A Resolution Commemorating Steve Herron, Chief of the Woodridge Police Department, for providing Thirty-Eight Years of Dedicated Service to the Woodridge Park District. Steven Herron summarized his appreciation in working with the Park District during his years of service for the Village.

MOTION by Duffy and seconded by Coleman approving Resolution No. 11-14.

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

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

President Hohnke presented the Regular Board Meeting Schedule Calendar for 2012. President Hohnke stated that all meetings are held on the second Tuesday of each month at 7pm.

President Hohnke stated the State of the Village meeting will be held on January 26, 2012, at 8am at Bobak's.

STAFF REPORTS

Finance

Joan Larsen began her report introducing Mrs. Kerry Seppala, Human Resources Generalist. Kerry is becoming acclimated to our workplace and learning many new things. She's being trained in employee benefits and will soon start working with hiring managers to prepare for seasonal new hires and staff training.

Larsen stated that Health Program decisions for staff were completed on December 2nd. One staff member opted out of the plan while another staff member switched from PPO to HMO. The only other change was a staff member who changed from a family plan to single coverage since his dependents were now covered on a different plan.

Larsen noted that several IT enhancements are underway. Some re-wiring has been completed at the maintenance building to provide better use of space for administrative functions. We will also be adding a wireless connection so pc's can be easily used in the bay areas of the building. We are scheduled to replace 12 pc's this year per the capital replacement program. The machines being replaced were purchased in 2003. We are very pleased with the excellent life span of these machines. We cut over to a new internet circuit in November due to obsolescence of the old circuit through AT&T. Further enhancements to internet service are planned for this season which will provide some back-up in case of disruption of service.

Larsen concluded her report stating that it is year-end and budget season for Village Greens. We are currently reviewing financials in anticipation of preparing the compilation report for the end of the year.

Planning

2a. Jenny Knitter began her report with an action item in regards to the Seven Bridges Play Equipment Replacement Project, CRP#11-08C-01. Staff received (13) proposals for the Seven Bridges Play Equipment Designs on Wednesday, December 7, 2011. Staff reviewed the designs, and presented the recommendation to the Board. Staff request Board authorization to bid the Seven Bridges Play Equipment Replacement Project, CRP#11-08c-01.

MOTION by Coleman and seconded by Duffy to authorize staff to bid the Seven Bridges Play Equipment.

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

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

2b. Knitter's next action item was in regards to the Orchard Hill Phase 6 Lighting Improvement, Overhead Netting Removal and Replacement, CDP#11-01pc-01. This proposal is a result of an immediate need to remove the existing foul ball netting to prepare for the installation of the new athletic field lighting. Staff recommends Board ratification of the Executive Director's approval of a contract agreement with Protective Sports Concepts, LLC. in the amount of \$7,685 for the removal, shorting and reinstallation of the existing foul ball netting at Orchard Hill Park.

MOTION by Coleman and seconded by Mahoney to ratify the Executive Director's approval of a contract agreement with Protective Sports Concepts, LLC. in the amount of \$7,685.00

AYES: Coleman, Duffy, Hohnke, Mahoney,

NAYS: None

Absent: Kubal

MOTION CARRIED.

2c. Knitter continued with her next action item regarding the Community Center Digital Marquee Sign-Architectural Design Services, CRP#11-09ca-01. Staff has requested a proposal from Cody Braun & Associates, Inc. to design three concept plans for the new digital marquee at the Community Center. The contract includes development of 3 concept plans, development of one of the three into a final design to include drawings and specifications for bid. Staff requested Board approval of a contract with Cody/Braun & Associates, Inc., in the amount not to exceed \$5,625 for the Community Center Digital Marquee Sign-Architectural Design Services, CRP#11-09ca-01.

MOTION by Coleman and seconded by Mahoney to approve a contract with Cody/Braun & Associates, Inc., in the amount not to exceed \$5,625 for the Community Center Digital Marquee Sign-Architectural Design Services.

AYES: Coleman, Duffy, Hohnke, Mahoney

NAYS: None

Absent: Kubal

MOTION CARRIED.

Knitter continued her report with information regarding Orchard Hill Ph.6 Lighting Improvement Storage Building Project, CDP#11-01ca-02. Planning staff is currently out to bid for this project and will open bids in late December for presentation to the Board at the January Board Meeting. This is our first bid in which we have gone completely digital. Not only does it save paper and cost of printing, but a tremendous amount of staff time copying and collating additional sets. To date, (18) contractors have requested documents for the project.

Knitter noted that staff just received a letter indicating that Hobson Corner Park was not chosen for the IPRA Outstanding Facility & Parks Award.

Knitter stated that in regards to 2011 Falconridge Park Improvement Project, CDP#11-03C-01. The contractor worked quickly to meet their substantial completion of the project in November and is currently completing minor punch list items.

Knitter concluded her report stating that staff is currently in the process of designing a solution to the wear and tear that is evident surrounding the tee boxes and the baskets at the Castaldo Park Disc Golf Course. ComEd completed their plant removals within the ComEd Easement in late November (after over 2 years of indicating that this work would occur). These removals have drastically changed the integrity of the first 3 holes of the disc golf course. ComEd has reseeded these areas with native prairie plants. It is now the Park Districts responsibility to mow these areas every 3 years.

Golf Course

In Brandon Evans absence, Mike Adams began the report stating that Village Greens hosted 1,178 rounds during the month of November, bringing our total for 2011 to 40,066 rounds, which is 3,600 fewer than last year. Golf courses

throughout Chicago are reporting similar results for 2011 YTD, although Village Greens was affected slightly more than others due to course flooding and resulting poor turf conditions.

Adams stated that strategic planning and budgeting for 2012 are underway and we plan to present to the Board goals and budget in February.

Adams concluded the report stating that the HVAC replacement is scheduled for the final week in December, 2011.

Recreation

Don Ritter began his report stating that the Haunted Forest Walk experienced some great cool Halloween weather for this year's event and attendance was at its highest mark in the last five years. The Park District appreciates the time and effort put forth by our local civic organizations that construct the haunted scenes and make the event fun for those willing to venture into the dark of Hawthorne Hill Woods.

Ritter stated that the Early Bird registration for the WSA Spring Soccer season is scheduled for January 7th, 11th and 14th at the Community Center.

Ritter noted that the new light fixtures for the Hickory/Oak Rooms have been installed. Staff has heard positive feedback from both participants and instructors.

Ritter stated that the KIDZ Squad students made decorations for the Woodridge Tree Lighting ceremony. The KIDZ Squad leaders met after work on November 30th to decorate the tree which is located by Salon Aria in the Seven Bridges development.

Ritter noted that the new basketball backboard has been installed at Jefferson Junior High to replace the backboard that was shattered by an errant archery arrow. The Park District will be reimbursed for the replacement by the archery instructors insurance.

Ritter concluded his report stating that the two new basketball rim height adjusters at Jefferson Junior High were scheduled to be installed on December 10th, but there were missing parts. The install will be completed next week when the parts arrive. This purchase will allow staff to lower the basketball rims to accommodate our new 1st & 2nd grade basketball program scheduled to begin on January 7th.

Aquatics

5a. Julie Rhodes began her report with an action item regarding Cypress Cove Pool Filtration Pump & Motor Replacements. Subsequent to inspection of two filtration pumps and motors replaced in 2009, there was evidence of significant deterioration due to the life of the equipment (typical life expectancy is 10 years). The remaining original pumps and motors were installed with the original development in 1997 and have exceeded their estimated life expectancy. We anticipate similar conditions of the remaining pumps.

To enhance the efficiency of the motors, we instructed the engineer to specify the installation of variable frequency drives, which will provide significant reduction in energy use to operate the motors as well as extend the life expectancy of the motors due to a reduction in the demand on the motors. Staff recommends the Board authorize staff to bid the Cypress Cove Pool Filtration Pump & Motor Replacements, Project ACRP #11-01c-01.

MOTION by Duffy and seconded by Coleman to authorize staff to bid the Cypress Cove Pool Filtration Pump & Motor Replacements, Project ACRP #11-01c-01 in accordance with the Capital Replacement Program.

AYES: Coleman, Duffy, Hohnke, Mahoney

NAYS: None

Absent: Kubal

MOTION CARRIED.

Rhodes continued her report stating that the Aquatic Department is preparing to send out returning invitations to staff on December 16, 2011.

Rhodes stated that applications for employment for Cypress Cove will be available beginning January 3, 2012 at the Community Center as well as online. Interviews will begin at the end of February. Deadline for accepting applications will be February 25th.

Rhodes noted that the Aquatic Department is currently working on the 2012/13 Aquatic Budget, the 2012 Fee Schedule and Three Year Projected Budget.

Rhodes concluded her report stating that the Aquatic Department met with the Lisle, Naperville and Wheaton Park Districts in efforts to form a Cooperative Agreement regarding emergency closures. The agreement proposes:

1. Season pass holders of a facility with an emergency closing (i.e. power outage, pump failure, flooding, drowning, etc) would be able to use any facility within the agreement during the closing at no cost to the pass holder.
2. The park district with the emergency closing would later be billed for the number of pass holders who attended other facilities.
3. The total number of visitors would be tracked through each park district's Point of Sale system.
4. The fee per pass holder would be \$5.00.
5. Emergency procedures could be put into place instantly via a phone call to participating facilities.

The park districts in attendance requested other districts be involved, (i.e. Woodridge requested Bolingbrook, Naperville requested Fox Valley, etc.) With a surplus of park districts looking to join in the cooperative agreement, it was decided that each geographical area would form its own cooperative agreement with districts in the nearest vicinities. Therefore, Woodridge will pursue a cooperative agreement with Lisle, Bolingbrook and Naperville.

Parks

6a. John Karesh began his report with an action item regarding the Janes Avenue Park Irrigation Well Pump & Motor Repairs. The repair/replacement project was originally budgeted for CRP 2012-2013, however due to the irrigation system not operating as it should, it is evident that attention is needed to the pump and shaft. Therefore, it is necessary to remove and inspect the pump and motor. Staff received three quotes and seeks Board authorization to begin the Phase 1 process of removing the Jane's irrigation well pump & motor to examine and repair the pump, shaft and seals. It is difficult to provide an accurate repair cost until the pump and motor are pulled and inspected. The total cost will depend on what is found during the discovery part of the project.

As a result of our immediate need to remove and inspect the equipment prior to Spring play, staff is requesting Board approval to add the project to the CRP fund. The expense will be offset by monies received from the recent sale of other maintenance equipment as previously authorized.

Staff recommends the Board approve a new expense budget line item 11-412-021 (Janes Park Irrigation Pump/Motor Replacement) for \$14,500.00 and increase revenue budget line item 11-301-791 \$14,500 to the FY2012 Fund 11 (CRP) Budget.

MOTION by Duffy and seconded by Mahoney to approve the new expense budget line item 11-412-021 (Janes Park Irrigation Pump/Motor Replacement) for \$14,500 and increase revenue budget line item 11-301-791 \$14,500 to the FY2012 Fund 11 (CRP) Budget.

AYES: Coleman, Duffy, Hohnke, Mahoney

NAYS: None
Absent: Kubal
MOTION CARRIED.

6b. Karesh continued his report with the next action item seeking Board Approval of a contract agreement with Layne Christensen Company to remove, inspect, test, service and reinstall the Janes Avenue Park Irrigation Well Pump & Motor, Project CRP#11-01pc-01.

MOTION by Mahoney and seconded by Coleman to approve the contract agreement with Layne Christensen Company to remove, inspect, test, service and reinstall the Janes Avenue Park Irrigation Well Pump & Motor.

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

6c. Karesh noted that his final action item is in regards to the Maintenance Equipment 22' Trailer Replacement, Project #11-09pc. Staff recommends Board approval for the purchase of a 2011 22' Equipment Trailer from A&W Trailer in the amount of \$4,165.00.

MOTION by Coleman and seconded by Duffy to approve the purchase a 2011 22' Equipment Trailer in the amount of \$4,165.00 from A&W Trailer.

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

Karesh continued his report stating that all the Soccer goals, bleachers, cans and benches have been brought in for the winter season. All of the goal mouths that were in need of attention were resoded.

Karesh noted that the holiday lights along Center Drive and around the administration office are in place. This process took about two weeks to complete including sod cutting areas between trees to cover extension cords.

Karesh stated that the Toro riding mowers that are being converted to snow blowers and sweepers is nearly complete. This task requires the removal of the mowing decks and installing cabs, blowers and sweepers. The plows for our 4x4 trucks are also being installed for the winter season.

Karesh noted that as ice develops on our lakes we will be removing general information signs and installing the ice safety signs in our permanent standing information signs. When sufficient ice is present we will open Lake Carleton, Ides East, Ides West and Rosewood pond for ice skating. Lake Harriet, Windy Point, Rutgers and reservoir 54 will be monitored.

Karesh stated that in regards to Boiler #1 which was down in the Community Center, PDRMA insurance under the Boiler and Machinery Policy will cover the cost for the repairs. The approved amount equals the low qualified bid received from Oakbrook Mechanical in the amount of \$13,977.00 less \$1,000 deductible.

Karesh continued his report stating that in November, the Landscape Specialist completed and submitted the Vegetation Monitoring Report for the Orchard Hill wetland to DuPage County for review. Based upon the information presented in the report and their inspection of the site, the County has approved final sign-off of the project. Adams noted that receiving this sign-off was a significant accomplishment for it saved the District thousand's by completed the project in-house and in a timely manner.

Karesh noted that in regards to the Triangle Park Stream Corridor, a letter describing the work that was performed this past year was submitted to the Village and DuPage County. Chris has developed a monitoring plan that will show how the site is progressing toward meeting the County's permit requirements.

Karesh concluded his report stating that we have submitted a request to the Illinois Environmental Protection Agency to have our open burning permit renewed for 2012. The permit allows us to conduct controlled burns in our natural areas. For 2012 we have requested that four new sites be added to the permit. These sites include Hawthorn Hill Woods, Lake Carleton, Triangle Park and Windy Point Park.

Marketing

Megan Pettit began her report stating that the following information was posted on the web, in the Newspapers and on Facebook; Winter/Spring activity guide delivery and registration, Father/Son and Mother/Daughter basketball tournament, Parent Tot Ornaments, Santa's Bedtime Stories, Santa Letters, Winter Break Camps, One-Day Winter Break Fitness Classes, and Holiday Open Gym.

Pettit continued her report stating that the 2012 winter/spring activity guide was delivered on Saturday, December 3rd. Redeliveries will begin on Wednesday, December 7th. A digital version of the guide was available beginning Friday, December 2nd.

Pettit stated that the Marketing Department is currently working with Amanda on the 2012 aquatics guide. We are designing the inside portion in house and will work with a freelance designer on the covers. The guide is tentatively scheduled for delivery on March 10th.

Pettit noted that the Marketing Department assisted Recreation Supervisor Vanessa Madden in promoting the new Winter Break Camps. The marketing push included an email to summer camp participants, a press release to local media, posts on Facebook, an email signature graphic, a web graphic and a webpage.

Pettit mentioned that staff discussed the marketing plan for the 2012 aquatic season and a new Cypress Cove website separate from the park district's site was discussed. A separate site would give Cypress Cove its own identity and increase exposure of the facility. Staff has received a quote from (Web-Link) to create this site. This item will be brought before the Board in January as an action item.

Pettit concluded her report stating that the marketing department is currently working with the Athletic Supervisor on the 2011 WSA Satisfaction Survey. Once complete, an email with a link to the survey will be sent to all 2011 participants and a link will also be available on the WSA website. Questions will gauge participant's satisfaction with the program, coaches, drafts and website, and provide parents the opportunity to sign up as a volunteer.

Safety Committee

Julie Rhodes stated that the December Safety Briefs were emailed to the staff on December 1, 2011.

Rhodes concluded her report stating that defensive driving classes were completed by all full-time staff.

CONSENT AGENDA

MOTION by Duffy, and seconded by Coleman to approve Consent Agenda items 1 through 19 to include Vendor Payment & Payroll Ratification for a total amount of \$2,149,832.31.

1. Regular Board Meeting Minutes November 08, 2011
2. Executive Session Meeting Minutes November 08, 2011
3. Vendor Payment & Payroll Ratification Report (11/04/11-12/08/11) \$2,149,832.31
4. Klein, Thorpe & Jenkins, Ltd., Legal Services..... \$8,700.86
5. Innovative Aquatic Design, Cypress Cove Pump Replacement Project – Aquatic Engineering Services,

ACRP#11-01ca01 (Payout #1)	\$1,400.00
6. The Bank of New York Mellon, Refunding Debt Certificate, Series 2010A	\$325,625.00
7. The Bank of New York Mellon, General Obligation Limited Tax Exempt Bond, Series 2010B	\$306,750.00
8. The Bank of New York Mellon, General Obligation Limited Tax Exempt Bond, Series 2009A	\$258,790.00
9. The Bank of New York Mellon, General Obligation Limited Tax Exempt Bond, Series 2008.....	\$76,937.50
10. U.S. Bank, Alternate Revenue Source Bond, Series 2004A.....	\$570,470.00
11. Cody/Braun & Associates, Orchard Hill Park, Ph. 6, Lighting Improvement Storage Building, Project CDP #11-01ca-02 (Payout #1).....	\$2,500.00
12. Village of Woodridge, Heritage Bikeway Ph. 3 Const. Engineering, Payout #3 (Final).....	\$522.48
13. Village of Woodridge, Heritage Bikeway Ph. 3 Construction, Payout #2 (Final)	\$3,035.60
14. CNA Professional Services (Rudy Ortega), Community Center Oak-Hickory Room Lighting Improvements, CDP #11-02, Payout #1 (Final).....	\$4,800.00
15. AMSCO Engineering, Inc., 2011 VGGC HVAC Replacement Engineering, Project VGCRP#11-04-ca-01, Payout #1.....	\$3,200.00
16. Fuerte Systems Landscaping, Inc., 2011 Falconridge Park Improvement Project, CDP #11-03c-01 Payout #1.....	\$23,205.06
17. Fuerte Systems Landscaping, Inc., 2011 Falconridge Park Improvement Project, CDP #11-03c-01 Payout #2.....	\$21,916.60
18. NuToys Leisure Products, 2011 Falconridge Park Improvement Project, CDP#11-03c-01 Payout #1 (Final).....	\$21,916.60
19. Protective Sports Concepts, LLC, Orchard Hill Phase. 6 Overhead Netting & Replacement Project, CDP#11-01pc-01, Payout #1	\$3,430.00

President Hohnke requested a roll call.

Upon a roll being called:

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

Administration

Mike Adams stated that in regards to the Community Center Administration Office Area Carpet Repairs and Cleaning. A total replacement of the carpeting was budgeted and scheduled for this year due to bubbling of various areas throughout the office. However, after further investigation we were able to find a contractor who could repair the bubbling (re-glue) and complete a professional cleaning of the carpet. The carpet is relatively still in decent condition and therefore staff recommends postponing replacement for 2-4 more years.

Adams noted that arrangements have been made for the carpeting to be professionally cleaned December 28th and 29th. The administration/planning/finance areas will be cleaned on Wednesday beginning around 1pm. The recreation area (except for the front desk area), the board room, Angie's office, and the elevator will be cleaned Thursday morning. The Hickory/Oak rooms as well as the front desk area will be cleaned after 1pm on Thursday. We are still finalizing work locations during this transition time.

Director's Report

1a. Mike Adams began his report with an action item regarding Ordinance No. 11-13, An Ordinance levying and assessing taxes of Woodridge Park District, DuPage and Will Counties, for Tax Year 2011 for Calendar Year January 1, 2012 Through December 31, 2013.

MOTION by Coleman and seconded by Mahoney to approve Ordinance No. 11-13, An Ordinance levying and assessing taxes for Tax Year 2011 for Calendar Year January 1, 2012 Through December 31, 2013.

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

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

1b. Adams next action item is Ordinance No. 11-14 an Ordinance abating 2011 Tax levy for Series 2004A bonds. It is necessary to abate the 2011 tax levy for payment of principal and interest on the General Obligation Refunding Park Bonds, Series 2004A (Alternate Revenue Source) in the amount of \$607,390.00. This amount must be abated since revenue for payment is available from available alternate revenue (Corporate Fund 01). Staff recommends the Board approve Ordinance No. 11-14, an Ordinance Abating the Full 2011 Woodridge Park District Tax Levy Regarding the Payment of Principal and Interest due on General Obligation Refunding Park Bonds, Series 2004A (Alternate Revenue Source).

MOTION by Duffy and seconded by Mahoney to approve Ordinance No. 11-14, abating 2011 tax levy for Series 2004A bonds.

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

1c. Adams next action item is Ordinance No. 11-15, an Ordinance establishing fees and charges for District facilities, services, and programs. In an effort to systematically review and approve fees and charges on an annual basis for District facilities, services and programs staff recommends the Board review the current ordinance and re-adopt an ordinance in 2011 for the 2012 calendar year.

Fees and charges for enterprise fund facilities (Aquatics and Golf Course) and programs will be reviewed and recommended for approval in accordance with the annual budget process.

A new category for rental of portable marquees was added to the ordinance. Staff also compared rates to market rates and proposes that no additional changes are necessary. All fees associated with services (i.e. rental fees, utility fees, security deposit fees) are included in the ordinance to be reviewed annually by the Board.

Staff recommends the Board approve Ordinance No. 11-15, An Ordinance Establishing Fees and Charges for District Facilities, Services & Programs.

MOTION by Coleman and seconded by Duffy to approve Ordinance No. 11-15, an Ordinance Establishing Fees and Charges for District Facilities, Services & Programs.

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

1d. Adams continued with his next action item Ordinance No. 11-16. An Ordinance to adopt policies and procedures in the Woodridge Park District Comprehensive Policies & Procedures Manual regarding Insurance Premium Only Policy

(Section 125) and Cell Phone Usage Policy & Procedures. In order to comply with various IRS regulations, the following policies and guidelines are recommended for adoption.

Chapter 8 –Personnel Policies

Policy 8.6.14 Insurance Premium Only Policy (Section 125)

Policy 8.9.16 Cell Phone Usage Policy

Staff recommends the Board approve Ordinance No. 11-16, An Ordinance Adopting Revisions to the Woodridge Park District Comprehensive Policies and Procedures Manual Adopting Policy 8.6.14 Insurance Premium Only Policy (New) and 8.9.16 Cell Phone Usage Policy (New).

MOTION by Duffy and seconded by Coleman to approve Ordinance No. 11-16, An Ordinance Adopting Revisions to the Woodridge Park District Comprehensive Policies and Procedures Manual.

AYES: Coleman, Duffy, Hohnke, Mahoney,

NAYS: None

ABSENT: Kubal

MOTION CARRIED.

1e. Adams next item for approval is Resolution No. 11-15, a resolution authorizing the Secretary to make certain closed session meeting minutes available for public inspection. Per the Illinois Compiled Statutes, the Board is required to review closed session minutes twice per year. Typically, the Park Board reviews closed session minutes in June and December. This resolution identifies the closed session minutes authorized or not authorized by the board for public inspection. The closed session minutes of July 12, 2011, August 9, 2011, and November 8, 2011 shall be reviewed for public inspection.

Staff recommends the Board approve Resolution No. 11-15, a Resolution Authorizing the Secretary of the Board of Commissioners to Make Certain Closed Session Meeting Minutes Available for Public Inspection.

MOTION by Duffy and seconded by Coleman to approve Resolution No. 11-15, a Resolution Authorizing the Secretary of the Board of Commissioners to make certain closed session meeting minutes available for public inspection.

AYES: Coleman, Duffy, Hohnke, Mahoney,

NAYS: None

ABSENT: Kubal

MOTION CARRIED.

1f. Adams next item for approval is Resolution No. 11-16, a Resolution to approve the Declaration of Trust of the Illinois Institutional Investors & Authorizing the Execution Thereof.

The Woodridge Park District is currently a member of the Illinois Park District Liquid Asset Fund (IPDLAF) managed by PFM Asset Management (PFM). PFM also manages the Illinois Institutional Investors Trust (IIIT). The IPDLAF Board of Trustees has approved the Merger of IPDLF & IIIT for the following reasons:

- Lower operating expenses
- Lower management fee
- Increase flexibility in managing the combined fund's larger portfolio

The closing of the merger is contingent upon 75% of IPDLAF share holders adoption of a resolution authorizing intergovernmental cooperation agreements to join IIIT.

The Board was given a Proxy Statement for review, giving a detailed explanation of the merger. IAPD was intimately involved in the merger proceedings and also recommends the action.

Staff recommends the Board approve Resolution No. 11-16, A Resolution Approving the Declaration of Trust of the Illinois Institutional Investors Trust and Authorizing the Execution Thereof, and Authorizing Certain Official to Act on Behalf of the Woodridge Park District.

MOTION by Duffy and seconded by Mahoney to approve Resolution No. 11-16, approving the Declaration of Trust of the Illinois Institutional Investors Trust and Authorizing the Execution Thereof, and Authorizing Certain Officials to Act on Behalf of the Woodridge Park District.

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

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

Adams concluded his report requesting a Board Workshop Retreat for Saturday, January 7, 2012 @ 8am to discuss Capital Development Planning.

COMMITTEE REPORTS

SEASPAR – Monthly report was presented and long range strategic planning is in progress.

JUBILEE – (6) months away!

PDRMA – Loss Control Review, Level A - Accreditation

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. Downers Grove Panther Jr. Football – No report

OLD BUSINESS

Triangle Park License Agreement Renewal Status extended for another year.

NEW BUSINESS

None

ADJOURNMENT

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

MOTION by Duffy and seconded by Mahoney to adjourn the meeting at 8:45pm.

ALL AYES. MOTION CARRIED.

Respectfully submitted.

Brian Coleman, Secretary