

WOODRIDGE PARK DISTRICT
Regular Board Meeting
August 9, 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, Mahoney. Staff present: Adams, Larsen, Evans, Knitter, Pettit, Rhodes. Absent: Commissioner Kubal, Don Ritter, John Karesh.

OTHERS IN ATTENDANCE: Melissa Tussing from the Woodridge Patch. Bill Dooley and Bob Zavala representatives from the Village Greens Men's Club.

PRESIDENT'S REPORT

President Hohnke introduced Bill Dooley and Bob Zavala representatives from the Village Greens Men's Club. The gentlemen presented President Hohnke and the Woodridge Park District with a \$5,000.00 donation check for the development of the Men's Club 50th Anniversary project at the 10th Tee.

STAFF REPORTS

Finance

Joan Larsen began her report stating that all audit work on the financial information has been completed. Final April 30, 2011 financial statements have been prepared and posted on the ftp site for review. The audit went very well. There was discussion of items that will be listed in the Comments and Recommendations section which should be viewed as constructive comments that are designed to make the organization stronger when addressed.

Larsen noted that the staff has submitted the necessary information for the CAFR (Comprehensive Annual Financial Report) and actuary information has been compiled by our vendor as well. In August, staff will be preparing the Management's Discussion and Analysis section of the financial reports which will complete the package.

Larsen concluded her report stating that the staff will be working on preparation of the Treasurer's Report which must be published in the local newspaper prior to October 31st as well as filed with the Counties prior to this deadline.

Planning

2a. Jenny Knitter began her report with an action item in regards to Caddie Corner Park Play Equipment Replacement, CRP#11-04c. She explained Alternate Bid #1 was for the removal and replacement of an existing concrete ramp into the swing area. This is necessary because currently, the mulch level is required to be extremely high in order for the ramp to meet the mulch as designed. This change order would modify the ramp to a slope that would alleviate that issue and still meet ADA requirements.

Staff recommends the Board approve Green-Up Landscape, Inc., as the low qualified bidder and approve a contract in the amount of \$50,475.78, which includes accepting Alternate Bid #1 for the Caddie Corner Park Play Equipment Replacement Project, CRP#11-04c.

MOTION by Coleman and seconded by Mahoney to accept Green-Up Landscape, Inc., as the low qualified bidder based on the Contract Base Bid and Alternate Bid #1 and approve a contract in the amount of \$50,475.78, for Caddie Corner Park Play Equipment Replacement project.

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 for Siple School Swing Installation Project, CRP#11-04pc-01. Staff received three (3) proposals for the swing installation and partial playground border removal and replacement. Staff recommends the Board approve Fuerte Systems, Inc., as the low qualified proposal and approve a contract in the amount of \$12,093.85 for the Siple School Swing Installation Project, CRP#11-04pc-01.

MOTION by Duffy and seconded by Mahoney to accept Fuerte Systems, Inc. as the low qualified bidder and approve a contract agreement in the amount of \$12,093.85 for the Siple School Swing Installation.

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

2c. Knitter continued with her next action item in regards to color coating the existing Seven Bridges tennis and basketball courts and the line striping of a new basketball court at Jefferson Jr. High; 2011 Athletic Court Color Coating Project, CRP#11-05pc-01. Staff recommends the Board approve All Sports Surfaces Construction as the low qualified bid and approve a contract in the amount of \$10,425.00 for the Athletic Court Color Coating Project, CRP#11-05pc-01.

MOTION by Coleman and seconded by Duffy to approve a contract agreement with All Sports Surfaces Construction in the amount of \$10,425.00.

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

2d. Knitter's final action item is Change Order #1 regarding the asphalt resurfacing at Sunnydale Park. Staff recommends the Board approve Change Order #1, which is in addition to Chicagoland Paving Contractors, Inc.'s contract in the amount of \$2,450.00 for the Sunnydale Park Asphalt Path Resurfacing Project, CRP#11-02c.

MOTION by Mahoney and seconded by Coleman to approve Change Order #1, which is an add on to Chicagoland Paving Contractors, Inc.'s contract in the amount of \$2,450.00.

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

Knitter continued her report with information regarding Sunnydale Park Asphalt Path Resurfacing Project, CRP#11-02c, the contractor started working on the project on July 27th and completed all work related to the project on Wednesday, August 3rd.

Knitter stated that in regards to Hobson Corner Park, staff has filed all appropriate insurance paperwork related to the flooding of the vault. Fencing materials just arrived in early August and the contractor has scheduled the concrete work and fence installation to be completed by August 10.

Knitter noted that in regards to the Village Greens Parking Lot Pavement Cores and Conditions Survey Project, VGCRP#11-03pc, staff received the report results of the pavement cores. Staff will review and determine an approach, budget and timeline for this future project.

Knitter stated that in regards to the Community Center Marquee Replacement Project, staff went on some site visits to investigate options related to our future marquee. Our next step is to meet with the sign company to better explain our design requirements and define our scope so we can finalize the specifications.

Knitter continued her report stating that as a part of the miscellaneous athletic court projects, staff requested quotes for the purchase of two new basketball hoop systems at Jefferson Jr. High. Staff approved the purchase from Team Reil Inc., in the amount of \$2,196.00. The posts and backboards should be delivered in approximately 2 weeks.

Knitter stated that in regards to 2011 Westminster Park windscreen purchase, these items just arrived and installation will be completed in-house by the maintenance staff in early August.

Knitter noted that in regards to Falconridge Park ADA Improvements, staff in the process of designing a carriage walk and accessible path to the playground and port-a-john. We will seek proposals to install the proposed walk. This project will help us accomplish our goals designated in our District ADA Transition Plan for this particular park site.

Knitter concluded her report noting that this month, staff met with the Village to discuss future needs related to erosion issues at Caddie Corner Park. After assessment of the erosion, it was determined that permits would be required in order to complete this erosion control project. In early August, staff will request a proposal from the consultant who worked on the Seven Bridges Erosion Control Project and determine the scope of this project. A proposal will be presented next month with cost estimate and timeline.

Golf Course

Brandon Evans began his report stating that Village Greens hosted 7095 rounds in July, which is down from our total of 7593 last year, and nearly 1000 less than our 16-year average of 8005. Unbearably hot and wet weather the final two weeks of the month played a significant role in the decrease in rounds played. Through the first 17 days of the month, we played 4584 rounds, or 270 per day, and we were on pace to play 8300 for the month. For the final 14 days, however, we averaged only 180 rounds per day as 100+ heat indexes for a week were followed up by record rainfalls and course closures.

Evans noted that as a result of the heat and rain, the golf course, which had been in great shape, has taken a turn for the worse. Standing water throughout the course from the 7+ inches of rain we received, combined with hot, humid weather has killed large areas of turf on the course for the 4th year out of the past 5. We have applied \$15,000 worth of chemicals to fight the disease and minimize the damage, with moderate success. With so much standing water and without the ability to remove it, we continually fight the negative consequences.

Evans noted that staff has been conducting a series of free golf clinics for kids as part of our 1000 1st Swings Program, utilizing our interns Josh and David as instructors. The past three (3) clinics have each exceeded 30 kids, and we plan to host one more before school starts.

Evans stated that Village Greens hosted the Special Olympics of Illinois Skills Challenge in July. Dozens of participants enjoyed our facility at no charge as they competed in a variety of events on the putting green and driving range.

Evans concluded his report stating that Golf Outings continue to remain strong. Through July we had 54 outings totaling \$135,019.00, compared to 41 outings for \$100,433.00 last year.

Recreation

In Don Ritter's absence, Julie Rhodes began her report with an action item in regards to the Westway Coach Bus Company, which will be providing bus service for our Kidz Squad program. The company is able to combine a portion of our routes into the School District routes with no additional costs to the Kidz Squad program. As in years past, one additional shuttle bus will be required to transport children from Meadowview School to Goodrich School at a cost of \$80.90 per day/per shuttle. Total cost for the school year will be approximately \$14,562.00. This expense will be covered

by the program fees. Staff recommends Board approval for a transportation agreement with Westway Coach to provide bus services for the 2011-2012 Kids Squad Program.

MOTION by Duffy and seconded by Coleman to approve a contract agreement with Westway Coach Bus Company to provide bus transportation services for the 2011-2012 Kidz Squad Program.

AYES: Coleman, Duffy, Hohnke, Mahoney

NAYS: None

ABSENT: Kubal

MOTION CARRIED.

Rhodes continued her report stating the summer camps are coming to a close with Teen Trek & Travel concluding on August 5th and Adventure Camp finishing up on August 12th. Questions on the program evaluations for parents will include the need for Before Camp to start earlier and interest level for a winter camp during the holiday break in December. Parents have been asking if their children can attend the last week of Adventure Camp since there isn't a 10th week of Trek & Travel due to staff going back to college. Staff will be reviewing that request as a possible change for 2012.

Rhodes noted that the Concert-In-The-Park at Westminster Park had approximately 225 people in attendance. The band (Super Stolie & the Rockstars) performed and fun was had by all. "Chicago's Cover Story" performed at Mending Wall Park in front of 175 people, they put on a great show and were extremely professional to work with. Approximately 150 people saw "Pamela Rose & Windy City Country" put on a great performance at Lake Harriet.

Rhodes stated that our Movie-Under-The-Moon at Town Centre was EXTREMELY hot and humid and the attendance proved it. About 50% of our normal movie crowd attended. Staff considered cancelling the event, but decided to show the movie. Participants that brought a canned good (35 received) were given a free bag of popcorn. Donations were given to the West Suburban Community Pantry.

Rhodes noted that the skate park contest scheduled for July 22 was cancelled due to the extreme heat. Staff is looking to reschedule this event either this fall or next spring.

Rhodes stated that staff conducted a program evaluation of our active adult trips. Evaluations were sent to 140 seniors who participated in at least one 2010/2011 winter/spring trip. With 45 evaluations returned (32%), 84% were very satisfied and 16% satisfied with the overall quality of our trips.

Rhodes concluded her report stating that our intern Derek Radek will be concluding his summer internship on August 6th. Derek did a terrific job this summer, and we wish him the best of luck in his job search!

Aquatics

Julie Rhodes began her report by stating that operating days for Cypress Cove for May/June/July 2011 were 59/64 compared to 2010's operating days of 58/60. Attendance statistics for May/June/July 2011 were 77,125 compared to 2010's 73,500. The aquatic year to date revenue is up for 2011. The year to date revenue (May 1-July 31, 2011) is \$1,042,255.00 compared to 2010 year to date revenue of \$882,007.00.

Rhodes noted that Cypress Cove is scheduled to close for the season on Sunday, August 21. Cattail Bay and Bullfrog Bayou will remain open on weekends through Monday, September 5th.

Rhodes concluded her report mentioning that Western Family Fun Day went very well.

Parks

In John Karesh's absence, Mike Adams began his report with an action item in regards to the ball field groomer. Staff seeks Board authorization to accept the National Intergovernmental Purchasing Alliance contract price from Reinders Inc.

for the purchase of a 2011 Toro Sand Pro 2020 ball field grooming machine with approved options in the amount of \$12,402.52.

MOTION by Coleman and seconded by Duffy to approve the contract price of \$12,402.52 from Reinders, Inc. for the 2011 Toro Sand Pro 2020 ball field grooming machine.

AYES: Coleman, Duffy, Hohnke, Mahoney

NAYS: None

ABSENT: Kubal

MOTION CARRIED.

Adams continued his report stating that due to the number of additional demands of tree work from high winds and the maintenance demands of Hobson Spray Park, some of the weeding in our parks has taken longer to complete than what had been planned. Fortunately, staff is working on this effort this week and getting caught up. Staff noticed some crab grass popping up at some of our park sites and will be treating this as weather and time allow.

Adams noted that the soccer fields are being prepared for the 2011 fall season. This project will take approximately two weeks to complete and includes the lining of fields and the placement of the goals and bleachers. The fall season is set to begin August 29th.

Adams stated that new mulch has been placed in several parks including Windy Point, Forest Glen, Castaldo, 63rd street, Falconridge and the Community Center.

Adams noted that due to the severity of the algae growth, the pond at Lake Harriet was treated to reduce the infestation. Regular treatments of the algae at Ides Grove East also continued.

Adams concluded the Maintenance report stating the work continues to improve the quality of the Orchard Hill wetland plants. Staff have focused on removing invasive plant material consisting of purple loosestrife and queen anne's lace.

Marketing

Megan Pettit began her report stating that the following information was posted on the web, in the newspapers and on Facebook, the family campout at Hawthorne Hill Woods on August 12, Western Family Fun Day at Cypress Cove on July 30, summer concerts, Zumba class, All Village Garage Sale, Kidz Squad, and the summer program evaluation.

Pettit continued her report stating that the fall activity guides were delivered to residents on Saturday, July 30th. A digital version is available on the web. Special events were added to the online park calendar and program web pages were updated to reflect registration dates.

Pettit noted that the marketing department assisted the Totschool Coordinator in promoting KIDZ Squad registration. Staff sent an e-blast to all accounts with children in grades K-6, designed an ad that will run in the Woodridge Reporter for 2 consecutive weeks in August and produced promotional boards that will be displayed at the Woodridge schools during registration.

Petit concluded her report by stating that the marketing staff has assisted the Recreation Department in advertising a new session of Zumba to the summer fitness schedule. Marketing sent out an email to the entire database and posted the class on our website and Facebook, the class filled within a week.

Safety Committee

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

CONSENT AGENDA

MOTION by Duffy, seconded by Mahoney to approve Consent Agenda items 1 through 8 for a total amount of \$849,875.04.

- 1. Regular Board Meeting MinutesJuly 12, 2011
- 2. Executive Session Meeting MinutesJuly 12, 2011
- 3. Vendor Payment & Payroll Ratification Report (7/08/11-8/04/11).....\$849,875.04
- 4. Klein, Thorpe & Jenkins, Ltd (Legal Services Rendered Through 6/30/11)\$5,739.59
- 5. Primera Engineering, Orchard Hill Phase 6 Development, Engineering Services, Project CA#11-01pc, Payout #3.....\$1,440.00
- 6. Testing Service Corporation, VGGC Parking Lot Pavement Cores & Conditions Survey, Project VGCRP #11-03pc, Payout #1 (Final).....\$2,947.00
- 7. Rose Paving Co.,2011 Soybean Based Asphalt Resealing, Project CRP#11-01pc-01, Payout #1 (Final).....\$7,276.00
- 8. Chicagoland Paving, Sunnydale Park Asphalt Path Resurfacing, Project CRP#11-02c, Payout #1 (Final).....\$24,359.00

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

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

DIRECTOR'S REPORT

1a. Mike Adams began his report with an action item seeking Board approval of Resolution No.11-9, a Resolution approving an Intergovernmental Agreement Between Village of Woodridge & Woodridge Park District relating to the construction of drainage improvements at Village Greens Golf Course.

Mike Adams presented the following information; the Village, Park District, Village Greens Golf Course, and DuPage County staff have been working out details of two separate intergovernmental agreements to accommodate a DuPage County request for an easement to detain storm water associated with the proposed 75th Street widening project on golf course property and in return include storm water drainage improvements to the course that would divert flooding from the #10 fairway pond to the #6 fairway pond at the County's costs.

One agreement is between the Village and the County to perform the drainage improvements on the course and granting of a permanent drainage easement and temporary construction easement. The second agreement is between the Village and Park District acting as the agent to VGGC approving reimbursement of expenses associated with the project (estimated at \$10,000 – see description below). Please note all expenses shall come from VGGC revenues and does not create any liability to the Park District.

This agreement will save the golf course over \$100,000 in previously estimated work to complete the drainage improvements on the course. The anticipated expense to the golf course is approximately \$10,000 to cover permit and construction engineering fees to oversee the installed work on the course plus expense to reestablish turf from the construction disturbance.

MOTION by Coleman, and seconded by Duffy to approve Resolution No. 11-9, approving an Intergovernmental Agreement between the Village of Woodridge & the Woodridge Park District relating to construction of drainage improvements at Village Greens Golf Course.

President Hohnke requested a roll call.

Upon a roll being called

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

Mike Adams continued his report with the Comprehensive Policy & Procedures Manual, Proposed Revisions. The following policies and procedures are presented for board review and discussion. Several of the changes are necessary due to the enactment of new State law.

- 8.2.2 Definitions (Civil Unions) (Revised)
- 8.3.48 Emergency Closings Policy (Revised)
- 8.6.3 Retirement Programs (Revised)
- 8.6.9 Use of Park Facilities (Revised)
- 8.9.9 Electronic Communication Policy (Revised)
- 8.10.6 Whistle Blower Policy (New)

Subsequent to board review and input the policies will be presented for Board adoption at the September meeting.

COMMITTEE REPORTS

SEASPAR – Is finishing up summer programs.

JUBILEE – Finalizing numbers.

PDRMA – No Report.

EX-OFFICIO REPORT

1. Plan Commission – No Report.
2. Chamber of Commerce – No Report.
3. Affiliated Athletic Associations
 - a. Woodridge Soccer Association (WSA)
 1. Mike Adams asked for Board Approval of Resolution No. 11-10; Adopting Revisions to the Woodridge Soccer Association Bylaws.

MOTION by Coleman and seconded by Duffy to approve Resolution No. 11-10.

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

2. Soccer Goal Safety; Adams reviewed a draft policy that is now required per State Statutes.
3. Concussions; will create a new education awareness program as mandated by State law.
- 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 Mahoney, to adjourn to Executive Session under Section 2(c) (1) to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District and Section 2 (c) (5) discuss 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, Mahoney

NAYS: None

ABSENT: Kubal

MOTION CARRIED.

The Board adjourned to Executive Session at 8:06 P.M.

RECONVENE OPEN SESSION

The regular Board Meeting of August 9, 2011 reconvened at 8:48 P.M.

FINAL ACTION

No action recommended.

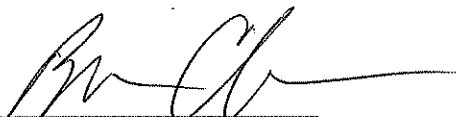
ADJOURNMENT

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 8:48 P.M.

ALL AYES. MOTION CARRIED.

Respectfully submitted.



Brian Coleman, Secretary