

WOODRIDGE PARK DISTRICT  
Regular Board Meeting  
January 12, 2010



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: Coleman, Duffy, Hohnke, Mahoney. Absent: Kubal. Staff present: Adams, Evans, Karesh, Knitter, Larsen, Pettit, Ritter. Others in attendance: Ket-Sin (Steven) Yong, 1220 Mansfield Street.

#### PUBLIC PARTICIPATION

Ket-Sin (Steven) Yong of Cowhey Gudmundson Leder, LTD. was in attendance.

#### PRESIDENT'S REPORT

Recognition of Staff Milestone Anniversaries

President Hohnke offered congratulations to John Karesh (Superintendent of Operations), on his 15 years of service to the Park District. Congratulations and appreciation was sent out to John with hope of continued service.

At this time President Hohnke gave consideration to extend or not extend the Executive Director's employment contract. It was the Board's intent to extend the contract for an additional year and an Executive Session was not needed. President Hohnke stated that everyone was pleased with the Executive Director's performance.

With regard to the Illinois Distinguished Agency Accreditation, President Hohnke requested authorization for the President and Executive Director to apply for the Illinois Distinguished Park and Recreation Accreditation process for a fee of \$500.

MOTION by Duffy, seconded by Coleman to authorize the President and Executive Director to apply for the Illinois Distinguished Park and Recreation Accreditation process for a fee of \$500. President Hohnke requested a roll call.

AYES: Coleman, Duffy, Hohnke, Mahoney

NAYS: None

ABSENT: Kubal

MOTIONED CARRIED

President Hohnke stated that there will be a Special Board Meeting on January 26, 2010 @ 6PM to hold a Board Workshop (Needs Assessment) and review the Village Greens Golf Course and Aquatics Annual Fiscal Year Budgets.

President Hohnke announced that there will be a Special Board Meeting/Workshop on March 13, 2010 @ 8AM to review the preliminary Budget/Goals/Objectives and preliminary 2010-2014 Strategic Master Plans.

President Hohnke next announced that the State of the Village Address will be on January 21, 2010 at Bobak's.

President Hohnke announced that the Staff Appreciation Dinner will be held on January 22, 2010.

Adams recommended to the Board to proceed with an annual \$100 donation to the Conservation Foundation. No objections from the Board.

#### STAFF REPORTS

##### Finance

Joan Larsen stated that the W-2 and 1099 reporting is complete, with a deadline of January 31<sup>st</sup>. 1099's were printed in-house instead of being sent to the vendors, in effort to save on cost.

In December, 7 staff pc's were upgraded and replaced, 4 of which were salvaged and reused at the Maintenance building, and 3 as spare workstations in the Administration office.

Larsen additionally stated that important upgrades were being conducted tonight and tomorrow to the Class registration system and the Payment system.

Monthly financials can be viewed on the District's ftp site.

Planning

2a. Cypress Cove Phase 3 – Knitter explained there is a need to install a larger safety pad at the bottom of the new Fan Boat Slide in the Splash Pad area at Cypress Cove. Staff discussed this issue with the slide manufacturer and they recommended a custom pad that was 8' in length and had a 2" wall around 3 sides to slow down the children. Staff recommended the Board approve a proposal submitted by Playtime for \$3,758.31 for the purchase of a Custom Safety Pad for the exit of the fan boat slide at the Splash Pad at Cypress Cove.

MOTION by Mahoney, seconded by Duffy to approve Playtime's proposal for \$3,758.31 for the purchase of a Custom Safety Pad for the exit of the fan boat slide at the Splash Pad at Cypress Cove.

AYES: Coleman, Duffy, Hohnke, Mahoney

NAYS: None

ABSENT: Kubal

MOTION CARRIED.

2b. Falconridge Split Rail Fencing Project – Knitter stated staff observed extreme wear and tear on the existing hedgerow at Falconridge Park surrounding the soccer fields. In order to protect new proposed plantings and create a safe barrier between the fields and Janes Avenue, staff proposes installation of a custom designed fence that will match the architecture of the newly installed park signs. Staff estimated the cost for the purchase materials to be approximately \$11,000. Knitter explained the pros and cons of alternative fence options. After Board discussion, there was a

MOTION by Mahoney, seconded by Coleman to approve the purchase of materials to complete a custom designed split rail fence for Falconridge Park to be paid from the budgeted Fund 44 Miscellaneous CDP.

AYES: Coleman, Duffy, Hohnke, Mahoney

NAYS: None

ABSENT: Kubal

MOTION CARRIED.

Knitter updated the Board on the Janes Avenue Park Phase 4 – Skate Board Park Facility stating that we did not receive the \$25,000 grant funding from Tony Hawk. Knitter went on to say that DuPage County staff was recommending not to approve funding for the Janes Avenue Skate Park from the Community Development Block Grant funds. The County staff felt that there were other projects of more importance, even though the Janes Avenue Skate Board Park ranked second out of twelve different projects. Both Village and Park District staff presented oral and written arguments to the DuPage Community Development Committee to reconsider their recommendation for approval at a meeting held on December 8<sup>th</sup>. The Village of Woodridge also sent a written summary of points in support for the project to the Chairman for the DuPage Community Development Committee, which will meet on January 19<sup>th</sup> to hear public comment and to make a final decision regarding all funding for the Community Development Block Grant 2010 program. WPD staff and Village staff will attend this meeting to further ask for reconsideration to fund this project.

Knitter added that in order for the project to proceed as designed the Open Space Land Acquisition and Development (OSLAD) grant funding of \$237,400 is necessary. Staff anticipates hearing from the Department of Natural Resources regarding the OSLAD grant in Spring 2010. Knitter explained if funding is not approved, the District will

need to reconsider the project and reconvene the Skate Park Planning Committee if the facility is to be redesigned. The project as designed would cost \$475,000. The Board asked if the grant was not received, would it be an option to reapply for grants the next year. Knitter stated that is an option rather than modifying the project as currently designed.

Knitter mentioned the District received payment from the OSLAD grant in the amount of \$400,000 for the Cypress Cove Splash Pad project.

Regarding Hobson Corner Park, Knitter explained that we are waiting for an IDPH final inspection and permit this Spring to officially open. She added that the construction fence was removed in December and the park is now open.

Lastly, regarding the Talcott Road Park Site, staff met with the park planning committee for the third time on January 6<sup>th</sup> to present concept plans for their review and comment. Staff presented and reviewed four (4) concept plan options to the Committee. After debate and discussion, the Committee chose Option B consisting of an East-West pathway connection to the existing sidewalk, a play ground with twenty (20) different play features, a 20' x 20' shelter, landscaping and site furnishings to recommend to the Board of Commissioners to be developed into a Master Plan. Knitter concluded that staff will continue to proceed with developing a master plan based on Option B, unless there is any Board objection, which there was none. Staff will then create a Request for Proposal to be sent to Playground Manufacturer's later this month and will reconvene with the Park Planning Committee on February 3<sup>rd</sup>. We are targeting to bid the project in late spring/summer with construction anticipated to begin this summer.

#### Golf Course

3a. Regarding the Clubhouse Patio Canopy Enclosure Architectural Services, Evans requested Board approval to ratify the Executive Director's approval for architectural services to produce a schematic design for a patio canopy enclosure at Village Greens Golf Course.

MOTION by Duffy, seconded by Mahoney to ratify the Executive Director's approval of Cody Braun & Associates proposal for a not-to-exceed the amount of \$3,750 to prepare architectural concept drawings for a clubhouse patio canopy for the Village Greens Golf Course.

AYES: Coleman, Duffy, Hohnke, Mahoney

NAYS: None

ABSENT: Kubal

MOTION CARRIED

Evans stated that Village Greens hosted 131 rounds in December to finish the year with 43,532, an increase of 3,100 rounds from 2008.

Evans noted that Village Greens has conducted a soft launch of a new website design currently holding about 30 pages. On-line golf games would be included as well as special offers to keep the potential prospective golfer interested in the site long enough to attract and sell them on tournaments and specials.

Lastly Evans discussed the DuPage County Division of Transportation's schedule to meet with the Village and Park District to discuss DOT's concept of increasing the size of one of the existing Village Greens storm water ponds in conjunction with the proposed 75<sup>th</sup> Street widening project and the ramifications and/or improvements it may have on Village Greens Golf Course.

#### Recreation

Don Ritter reported that during the week of January 4<sup>th</sup>, the Park District offered 21 free trial fitness classes with 111 participants, in an effort to promote the winter fitness programs. Initial numbers of registrants for fitness classes have been encouraging.

WSA early-bird registration for spring is currently going on. Ritter noted that the WSA Board has decided to bring back the quarterly newsletter (The Header), as an informational tool for participants, with email distribution beginning this week. Next year the WSA is planning to go to the blind draft system, at least in the senior division, in an effort to balance the teams evenly. WSA is also planning on eliminating place trophies. Based on the WSA surveys, training for coaches seems to be of necessity. The WSA Board will address that issue with plans on training parents the necessary skills to coach. Ritter concluded that the WSA plans to add four 4 v 4 games to the regular ten game seasons.

#### Aquatics

In Julie Rhodes absence, Mike Adams began the report on the Downers Grove Park District and Darien Park District Facility Reciprocal Use Agreements. The agreement resulted in 301 Downers Grove families purchasing Cypress Cove memberships, increasing the number of 121 non-resident purchases in 2008. He added on the flip side, Woodridge family purchases of Downers Grove Park District Fitness memberships also increased from 45 in 2008 to 89 in 2009. Staff believes it is a primary goal to provide affordable recreational opportunities to residents and that it is equally important to operate the existing aquatics facilities in a fiscally responsible manner that ensures long term profitability. Continuation of this agreement will provide a continuous income source to further support the overall operations.

MOTION by Mahoney, seconded by Coleman to approve renewing the reciprocal facility use agreement with Downers Grove Park District to allow Woodridge Park District residents to purchase Downers Grove Recreation Fitness Center membership passes at Downers Grove Park District resident rates and to allow Downers Grove Park District residents to purchase Cypress Cove Family Aquatic Park membership passes at Woodridge Park District resident rates for the 2010 calendar year.

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

Adams presented for Board consideration, a similar reciprocal use agreement with Darien Park District. He added the Darien Park District will provide fitness facility memberships and Sportsplex Open Ice Skating at resident rates in turn for resident pass holder rates to Cypress Cove. Adams reviewed the opportunities and potential threats regarding entering into such an arrangement. Based on the success of the arrangement with Downers Grove Park District, staff recommended approval. After further discussion by the Board, there was a

MOTION by Mahoney, seconded by Coleman to approve a reciprocal facility use agreement with Darien Park District to allow Woodridge Park District residents to purchase Darien Recreation Fitness Center membership passes and Sportsplex Public Ice Skating at Darien Park District resident rates and to allow Darien Park District residents to purchase Cypress Cove Family Aquatic membership passes at Woodridge Park District resident rates for the 2010 calendar year.

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

Staff continues to assess the issue related to compliance with the Virginia Graeme Baker Act (VGBA), and is awaiting final rules to be adopted by IDPH and/or CPSC. All indications lead to a final rule that would require

replacement of the pool drain grates. However due to the potential timing conflict in order to obtain a permit for this work, it will be necessary to react in an expedited manner to complete the required engineering. Staff recommends Board authorization to approve a proposal from Innovative Aquatic Design dated December 7, 2009 not to exceed \$8,400 plus reimbursable expenses and enter into a contract agreement subject to the final rules adopted by the Illinois Department of Public Health pursuant to the Virginia Graeme Baker Act.

MOTION by Duffy, seconded by Mahoney to authorize the Director to approve a proposal from Innovative Aquatic Design dated December 7, 2009 not to exceed \$8,400 plus reimbursable expenses and enter into a contract agreement subject to the final rules adopted by the Illinois Department of Public Health pursuant to the Virginia Graeme Baker Act.

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

### Parks

John Karesh began his report by stating that the holiday lights in front of the Community Center have been turned off for the season and as weather permits the lights and cords will be removed. The Park District received compliments on the light display.

Karesh continued his report by informing the Board that staff has been extremely busy with snow removal over the past month and that the new Toro blower has proven to be very efficient when removing snow.

Karesh noted that the FY2010/2011 budget process has begun, with staff brainstorming information and ideas for the budget.

In regards to staff anniversaries, Karesh announced that Glenn Hussey celebrated his 7<sup>th</sup> year with the Park District, this past December.

Karesh concluded that new mulch is being placed around the trees at Lake Harriet and Castaldo Park.

### Marketing

Megan Petiit reported that the PR & Marketing Department seeks to bid the printing of the 2010 Fall Activity Guide, 2011 Winter/Spring Activity Guide, 2011 Aquatics Guide and the 2011 Summer Activity Guide.

MOTION by Duffy, seconded by Coleman to authorize staff to bid the 2010-2011 Activity & Aquatic Guide series printing.

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

Petiit stated that the monthly e-newsletter was sent on January 6<sup>th</sup> and the seasonal fitness e-newsletter was sent out December 30<sup>th</sup>, highlighting fitness instructors. Targeted e-newsletters about Girls Softball Early Bird Registration and WSA Early Bird Registration were sent out as well. In the Media department, press releases for holiday open gym, WSA early bird, girls' softball early bird, adult and youth dodge ball leagues and fitness classes were sent to The Bugle, Reporter and Trib Local. Petiit concluded that the winners of the "Building on Our Dream" photo contest were selected and those photos will be displayed at the Community Center and Village Hall.

### Administration

In Holli Wetta's absence, Mike Adams stated that a new staff committee entitled Green Works, has been created and will meet monthly to identify environmentally sound initiatives to promote and practice in the workplace and community.

CONSENT AGENDA

MOTION by Coleman, seconded by Mahoney, to approve Consent Agenda items 1 through 8 for a total amount of \$1,629, 509.50:

1. Regular Board Meeting Minutes .....December 8, 2009
2. Vendor Payment & Payroll Ratification Report (12/04/09 – 1/07/10)..... \$1,629,509.50
3. XGD Systems, Village Greens Drainage Installation Project, VGDP #09-01pc, Payout #1 (Final)..... \$19,929.10
4. The Kenneth Company, Hobson Corner Park Redevelopment, CDP#08-01, Payout #6 ..... \$42,628.52
5. SEASPAR 2009 Transition Plan, CDP #09-07ca-01 ..... \$2,665.00
6. Evans & Son Blacktop, Inc., Forest Glen Park Parking Lot & Tennis Court Improvement Project CRP #09-02c.....  
\$33,051.87
7. Village of Woodridge, Heritage Bikeway Trial Construction Engineering..... \$1,226.51
8. Village of Woodridge, Heritage Bikeway Trial Construction..... \$9,976.82

There being a roll call.

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

DIRECTOR'S REPORT

F.1.a Resolution No. 10-1 NIMEC Electrical Bid, Director Authorization to Enter into Contract

Adams noted that he is requesting Board authorization to for the Executive Director or in his absence, the Deputy Director to enter into a purchase agreement with NIMEC for electrical power. In explaining further, NIMEC will be conducting their annual bid for electric sometime between February 1 and April 15. As long as the pricing is flat or declining, the bidding will hold off. As soon as we see pricing move upward, NIMEC will declare a bid and we would have at least seven days notice prior to the bid.

MOTION by Duffy, seconded by Coleman to approve Resolution No. 10-1 Authorizing the Northern Illinois Municipal Electric Cooperative (NIMEC) to Serve as the Broker for the Woodridge Park District in Regard to Obtaining Bids from Electricity Providers and Authorizing the Executive Director of Parks and Recreation (and the Deputy Director in the Executive Director's absence) to approve a contract with the lowest cost electricity provider for the Community Center, Village Greens Golf Course, Cypress Cove, Maintenance Facility and Janes Avenue Park facilities.

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

Information/Discussion Items

Adams discussed the timeline to complete the budget process for FY2010-2011, as well as the Strategic Master Plan proposed timeline.

COMMITTEE REPORTS

SEASPAR

Adams presented for Board review SEASPAR's Annual Report 2008-2009, as well as their Annual Financial Report for the Year Ending May 31, 2009.

### JUBILEE

The Park District met with Village staff to further discuss the impact of their budget woes, not only on the Jubilee, but all special events that we participate in. High and low priority events were discussed. We looked at different criteria to evaluate, such as historical significance, educational values, cost of the program, and cost per capita to determine what we should be focused on. The Committee is going to come up with two different scenarios for cost cutting events and evaluate based on funding input from the Village. Staff indicated time is of the essence, since they are waiting on the signing of contracts for the musical bands that participate at the event.

### OLD BUSINESS

No official report was on the agenda, but the topic of the Tree Survey came up. Jenny Knitter explained that when the tree survey was done, trees were identified on an auto-CAD file, which is not a public file. The information is a plan version which includes the size, condition and species of the tree.

### NEW BUSINESS

No report

### ADJOURNMENT

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

MOTION by Mahoney, seconded by Coleman to adjourn the meeting at 8:20 PM. ALL AYES. MOTION CARRIED.

Respectfully submitted,

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Brian Coleman, Secretary