

WOODRIDGE PARK DISTRICT  
Regular Board Meeting  
March 10, 2009

President Hohnke called the Regular Meeting of the Board of Commissioners order at 7:00 P.M. Upon a roll of Commissioners being called, the following were present: Duffy, Hohnke, Coleman, Mahoney, Kubal. Staff present: Adams, Larsen, Knitter, Buchanan, Ritter, Karesh, Rhodes, Evans.

#### PRESIDENT'S REPORT

Recognition of Staff Milestone Anniversaries

President Hohnke offered congratulations to both Katie Dodd and Joe Krause on their five years of service in our aquatics program.

President Hohnke also offered congratulations to Mark Snyder on fifteen years of service in our maintenance department.

After discussion, President Hohnke stated that the Budget Workshop will be held April 18<sup>th</sup> at 8:00 A.M.

The next Neighborhood Dialogue will be held at Meadowview School on March 25. All were welcome to attend.

The Park District Calendar had been included in each commissioner's packet.

#### STAFF REPORTS

##### Finance

Joan Larsen began her report discussing the 2009 Audit Engagement Letter for Fees Adjustment. She reiterated that this item had been brought before the Board at the last Regular Board Meeting. Briefly, this auditing firm exercised a clause in their 3 year contract that enabled them to increase their fee due to "significant additional time necessary" to complete the engagement letter. They felt the District had changes in our financial structure or chart of accounts, issuance of new debt, etc. which required more time to complete the audit. Larsen stated that the auditors also presented an option for an additional 3 year contract for years 2009, 2010 and 2011 with increased fees. Joan continued explaining to the Board that given the short span of time until the fiscal year end, the feasibility of finding a new auditing firm would be difficult. Staff recommended acceptance of option no. 1. Thereafter, we can pursue a new firm for subsequent years.

MOTION by Mahoney, seconded by Kubal, to approve Mulcahey, Pauritsch, Salvador & Co., Ltd. Engagement services proposal to complete the audit for Fiscal Year 2008/2009 for \$13,900. President Hohnke requested a roll call:

AYES: Coleman, Duffy, Hohnke, Mahoney, Kubal

NAYS: None

MOTION CARRIED.

For the Board's information, Joan Larsen stated that the new computer network installation project would be totally finished within a week or so. The project was running smoothly. The finance department continued to work on the golf course food and beverage operation. Many changes and updates had been put in place. Information for the 2009/10 budget was also being prepared.

## Planning

1. The overall project budget summary including projected and contemplated change order deductions/additions for the Cypress Cove Family Aquatic Park-Phase 3 Development, CDP #08-03c was briefly reviewed. Questions from the Board were answered. Mike Adams explained that staff would continue to use their best discretion to stay within budget for this project. Mr. Adams did inform and explain to the Board that staff is evaluating the costs and benefits of adding an ultraviolet sanitation filtration component to spray playground filtration system to provide additional protection and water born diseases.

2a. With several change orders to bring before the Board, Jenny Knitter began with the change order for Cypress Cove Family Aquatic Park, Phase 3-Sound System Expansion Project, CDP #08-03pc-02. She said that this was a deduct which resulted from modifications to the equipment rack size and minor changes to the scope of work as assessed by staffs needs for the facility. Staff recommended the Board ratify the Director's approval of change order #1.

MOTION by Kubal, seconded by Mahoney, to ratify the Director's approval of change order #1 to Tri-Electronics, Inc. & Bridgewater Custom Sound's contract for a net deduct of \$320 for modification of equipment for the Cypress Cove Phase 3 Sound System Expansion Project, CDP #08-03pc-02.

AYES: Coleman, Duffy, Hohnke, Mahoney, Kubal

NAYS: None

MOTION CARRIED.

2b. Secondly, Knitter discussed the change orders for Cypress Cove Family Aquatic Park, Phase 3-Carpentry, CDP #08-03c-06. Change order #1 was a result of omissions to the specified drawings. It covers the adjustments needed to finish the Gable End. Since it was the architect's error and omission, he has agreed to pay half of this change order.

Change order #2 was also a result of omissions to the specified drawings and covered adjustments needed to finish the Gable End Overhang in order to match the existing buildings architectural detail. The architect has agreed to pay half of this change order also.

Change order #3 was an addition to the contract which resulted from an error in the specified drawings. After explaining the adjustments needed, Knitter noted that the architect had agreed to reimburse the District for the total amount of this change order.

The last change order dealing with carpentry was a deduction to the contract. This change order was a result of an owner decision to eliminate the lattice under the ADA ramp.

Staff recommended Board approval of Resolution No. 09-5 authorizing an increase to Frontier's contract. Thereupon, there was a

MOTION by Mahoney, seconded by Kubal, to approve Resolution No. 09-5, authorizing a change order in regard to the Cypress Cove Aquatic Facility Expansion, Phase 3-Carpentry, Project #08-03c-06 involving an increase in the contract price in excess of \$10,000 for change orders #1 - #4 totaling \$13,596.89.

AYES: Coleman, Duffy, Hohnke, Mahoney, Kubal

NAYS: None

MOTION CARRIED

2c. Knitter noted that the next series of eight change orders dealt with Cypress Cove Family Aquatic Park, Phase 3-Plumbing, CDP #08-03c-10.

Change order #1 was an add to the contract which resulted from the need to realign the proposed storm sewer south of the program pool in order to preserve existing landscaping and berm.

Change order #2 also was an add due to the need to realign the proposed sanitary line through the parking lot due to conflict with other underground utilities and overhead footings.

Change order #3 was an addition and was the result of the need to re-pave the sanitary trench.

Change order #4 was an add due to an unforeseen situation of the not taking into account the depth of the existing water main based on new proposed grades. The water main needed to be lowered per Village code.

Change order #5 was a deduction to the contract as a result of the purchase of the water meter from the contract. The district purchased them directly from the Village.

Knitter explained that change order #6 was a deduction that related back to change order #2. This was needed as a result of the need to realign the proposed sanitary line as well as change the pipe from DIP to SDR-26.

Change order #7, Knitter noted, was a deduction to the contract. This change order was a result of the need for contractor to reimburse the district for payment to an irrigation contractor for repair of an existing irrigation line. This line was hit as a result of trenching that was required for plumbing purposes.

The last change order, #8, was an addition to the contract. Knitter explained that this was a result of the need to add deck drains at the base of the body flume slide in the spray play area to meet IDPH's requirements.

Ms. Knitter said staff recommended the Board approval of Resolution 09-6 authorizing an increase to Jensen's Plumbing & Heating Contract.

MOTION by Mahoney, seconded by Coleman, to approve Resolution No. 09-6, authorizing a change order in regard to the Cypress Cove Aquatic Facility Expansion, Phase 3 – Plumbing, Project #08-03c-10 involving an increase in the contract price in excess of \$10,000 for change orders #1-#8 totaling \$24,387.04.

AYES: Coleman, Duffy, Hohnke, Mahoney, Kubal

NAYS: None

MOTION CARRIED

2d. Ms. Knitter continued explaining Cypress Cove Family Aquatic Park, Phase 3- Concrete, CDP #08-03c-04 change orders. Change Order #2 was a deduct to the contract. The owner's decision to reduce the amount of colored concrete from Filter Building Control Pavilion to the satellite concession deck area resulted in the need for the change order.

Change Order #3 was an add to the contract. This change order was the result of the omission from the site demolition plans of the removal of concrete walk where the Filter Building Control Pavilion Footing was located.

Change Order #4 was an add and was the result of the owner's decision to add a concrete walk along the west side of the existing bath house. An area for picnic tables was being created at this location per the original master plan.

Staff recommended the Board approval these change orders. Thereafter, there was a

MOTION by Mahoney, seconded by Coleman, to approve a net change order increase to DeGraf Concrete Construction's Contract in the amount of \$2,520 for the Cypress Cove Aquatic Facility Expansion, Phase 3-Concrete, Project #08-03c-04 for change orders #2-#4 for various electrical panel adjustments.

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

2e. With regard to Cypress Cove Family Aquatic Park, Phase 3 – Electrical, CDP #08-03c-11, change order #2 was an add to the contract. This change order was a result of the existing electrical panel lacking the required capacity to install the proposed electrical addition. Staff recommended Board approval of change order #2.

MOTION by Mahoney, seconded by Kubal, to approve a net change order increase to Indicom Electrical Company's Contract in the amount of \$2,852 for the Cypress Cove Aquatic Facility Expansion, Phase 3-Electrical, Project #08-03c-11.

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

2f. The last change order to discuss was with regard to Cypress Cove Family Aquatic Park, Phase 3 – Masonry, CDP #08-03c-05. Ms. Knitter said this was an add to the contract. The change order was a result of an architectural error in computing a door width in the specified drawings. Since it was the architect's error, they have agreed to reimburse the District the total amount. Board approval was recommended by Staff.

MOTION by Mahoney, seconded by Kubal, to approve a net change order increase to Cyberdyne Masonry's Contract in the amount of \$1,090.43 for the Cypress Cove Aquatic Facility Expansion, Phase 3-Masonry, Project #08-03c-05 for change order #1 for modification of door width opening.

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

Mike Adams interjected that he wanted the Board to be aware that many of the above adds and deducts were due to errors and omissions made by the architect. If the added expense due these errors and omissions are not satisfactorily rectified by the architect, then a decision of whether or not to use this firm for any future work must be carefully considered.

Jenny Knitter had three contract approvals to present to the Board. The first dealt with Cypress Cove Family Aquatic Park, Phase 3 – Irrigation Repair and Expansion Project, CDP #08-03c-13. Ms. Knitter briefly reviewed the bid tabulation form with the Board. Included in the base bid was repair/replacement of the existing irrigation system. Staff also requested alternates in this project to include expanding the current irrigation system. Discussion followed. Staff recommended acceptance of the low qualified bidder.

MOTION by Coleman, seconded by Kubal, to accept Becmar Sprinkler Systems, Inc., as the low qualified bidder and to approve a contract for the contract base bid and alternate bids #1-#4 for a total contract

amount of \$43,360 plus existing repairs based on a T&M basis not to exceed \$3,000 for the Cypress Cove Aquatic Facility Expansion, Phase 3 Irrigation, Project #08-03c-13.

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

Next, Ms. Knitter explained Cypress Cove Family Aquatic Park, Phase 3 – Landscape Expansion Project, CDP #08-03c-14. She noted that as a part of terminating the contract with the non-performing contractor as originally bid, staff, along with the construction manager, re-bid the landscape portion of the Phase 3 development. In the re-bid, several previous contract items were deducted bid in order to receive materials on time and/or obtain the best pricing.

Knitter stated that 13 contractors bid on the new landscape project. The low bidder was TLC and their bid amount was well below the original contract amount including the removal of the deducted contract items. References were checked and many park districts and municipalities indicated they have had a very good performance with this company. Mike Adams added that TLC was aware that this project must be done in a timely fashion. Staff recommended acceptance of T.L.C. Group, LTD. as low qualified bidder.

MOTION by Coleman, seconded by Kubal, to accept T.L.C. Group, Ltd. as the low qualified bidder and to approve a contract for the contract base bid amount of \$72,773.75 for the Cypress Cove Aquatic Facility Expansion, Phase 3-Landscaping, Project, #08-03c-14.

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

The final contract approval Knitter presented dealt with Cypress Cove Family Aquatic Park, Phase 3 – Free Standing Wall - Block Purchase. Ms. Knitter informed the Board that after a review of the final shop drawing for construction stamped by a certified engineer, it was determined those pilasters/columns were also needed to provide additional support to the free standing wall. Staff also consulted with the project architect and it was agreed that the retaining wall near the new body flume slide could be eliminated. It was also decided by staff to use a two different sized brick installation pattern for the wall. All these changes resulted in a revised sales contract. After discussion, there was a

MOTION by Coleman, seconded by Kubal, to ratify the Executive Director's approval of a proposal and contract with Northfield Block Company in the amount of \$8,183.96 for the purchase, freight, and shipping of modular block wall materials for the Cypress Cove Aquatic Facility Expansion Project.

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

#### Golf Course

VGGC FY2009 Budget Approval – Brandon Evans reiterated that this budget had been presented in detail at the February Regular Board Meeting. Minor changes and adjustments as directed by the Board had been made. The budget was ready for approval by the Board.

MOTION by Coleman, seconded by Kubal, to approve the 2009 Village Greens Operating Budget in the amount of \$1,609,809.79 as presented.

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

VGGC Fertilizer Purchase, Project VGEP #09-01c, Authorization to Bid –  
Evans noted that annually the golf course bids out the purchase of fertilizers, pesticides, and herbicides in order to obtain the best pricing. Once again, staff sought Board approval to bid these items.

MOTION by Coleman, seconded by Mahoney, to authorize staff to bid the purchase of fertilizers, pesticides and herbicides for the 2009 Village Greens Operating Year.

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

Mr. Evans did state that rainfall had once again flooded the 14<sup>th</sup> fairway and 15<sup>th</sup> tee box. Pumping did not alleviate the situation. Once the water does recede, staff will evaluate the damage and a long term solution contemplated. Weather permitting; Evans stated that the targeted opening date for the golf course was March 15<sup>th</sup>.

#### Recreation

Don Ritter noted that priority registration for the 2009-10 Totschool program was held. As of March 1<sup>st</sup>, the enrollment for next year stood at a total of 104 registrants. Ritter said this was the highest registration in the past four years. Credit must be given to Angie McGrath and her staff for continuing to present a quality program.

A fitness survey will be distributed via e-mail to help determine if there was a need for group exercise programs in the morning, more program variety, better equipment and a babysitting service available for people working out. Result of this survey will be shared with the Board at the April Board meeting.

#### Aquatics

Julie Rhodes noted that the Construction Open House held at Cypress Cove on Saturday, March 7<sup>th</sup> was a success. There was a good turnout and many new faces. Another open house may be considered. Season Passes will be available at the Community Center beginning March 9<sup>th</sup>. Due to a lack of computer system capabilities requiring the Class Registration software to be upgraded, passes cannot be purchased online at this time.

The Aquatic Brochure will be distributed to residents starting March 13. The Aquatic Department has begun the hiring process for the upcoming season. Few positions were available due to the high return rate of the 2008 season's staff. Overall, Ms. Rhodes said things were coming together quite nicely for the upcoming summer season.

#### Parks

John Karesh had no action items to present to the Board. However, he informed the Board that staff had been working with the Village to execute a plan for the prevention of a Gypsy moth infestation in our parks and throughout the community. He continued explaining that the Village appeared to have secured a favorable per acre price to perform an aerial spray. The Park District was now working out details with the Village regarding the boundaries to be sprayed and payment. Mike Adams added that he believed two applications of the spray would be effective. Also, both entities were trying to get other agencies involved in contributing financially to the program, i.e. the county, unincorporated areas, Girl Scouts. Mr. Adams noted

that the District's maximum exposure would be \$13,000 if no other municipalities became involved. The Board felt this was something to be pursued.

Secondly, Mr. Karesh reported that Geri Cervelli of 2825 Crabtree contacted the District to check the status in regards to the erosion that was taking place behind her home in Crabtree Creek. This erosion was on Park District property but edging closer to her yard annually. Mr. Karesh said that staff informed her that the District was waiting on a storm water management study the Village had recently completed. She was happy to hear this. Once the findings of the study were reviewed a course of action will be determined. Until then, the situation will be monitored. Fred Hohnke believed that to actually fix and correct this erosion problem was not just a function of the Park District.

Marketing

Megan Buchanan began her report stating that the monthly e-news was sent March 4<sup>th</sup>. On-line registration numbers were briefly reviewed. Ms. Buchanan explained that there was no on-line registration available for Community Center season passes at this point in time. This was communicated to residents. The application for passes can be downloaded and brought into the office.

Ms. Buchanan noted that member renewal coupon books, group outing postcards and guest passes had been designed and ordered. The 2009 summer activity guide was being revised and scheduled to go to the printer on March 27<sup>th</sup>. Delivery would begin April 18<sup>th</sup>. The neighborhood dialogue script and video was being revised to make it shorter. Mike Adams noted that a letter had been received from Darien Park District. Darien inquired about the possibility of agreeing to a reciprocal agreement between Cypress Cove and their fitness facility. Adams indicated to Darien we are not open to considering any additional agreements at this time until the current reciprocal program is evaluated.

Administration

Portable Toilet Rental Proposal Approval

Don Ritter reported that Holli Wetta had researched this rental proposal quite thoroughly. The spreadsheet she had prepared with various vendors was reviewed. Ritter said that staff had not been satisfied with the current vendor. References were checked for the low bidder and this company received favorable comments. After discussion, there was a

MOTION by Coleman, seconded by Mahoney, to approve a proposal from Hoving Pit Stop to provide rental of portable toilet and sanitary units for the 2009 calendar year.

AYES: Coleman, Duffy, Hohnke, Mahoney, Kubal

NAYS: None

MOTION CARRIED

For the Board's information, Mike Adams stated that staff would be transitioning from Nextel and AT&T Mobility phone service to Verizon starting April 1<sup>st</sup>. The Village of Woodridge Public Works recently switched to the same service provider as well the Police Department. Mr. Adams said it was important to continue to communicate with both departments for event and crisis management communications. The switch will be less costly. Mike Adams and Jenny Knitter will be the only employees to continue with AT&T Mobility.

CONSENT AGENDA

MOTION by Coleman, seconded by Kubal, to approve Consent Agenda items 1 through 15 for a total amount of \$873,158.34:

- 1. Regular Board Meeting Minutes ..... February 10, 2009
- 2. Vendor Payment & Payroll Ratification Report (02/06/09-3/04/09) ..... \$873,158.34

3. Innovative Aquatic Design, Hobson Corner Park – Aquatic Design Consultants, CDP #08-01ca-01, Payout #2 .....\$2,400.00
4. W-T Mechanical/Electrical Engineering, Hobson Corner Park – Civil Engineering Consultants, CDP #08-01ca-02, Payout #1 .....\$2,800.00
5. Planning Resources Inc., Orchard Hill Vegetative Maintenance and Monitoring Project, CDP #05-07, Payout #19).....\$3,516.95
6. Village of Woodridge, Heritage Bikeway Engineering, Engineering.....\$2,076.18
7. Corporate Construction Services, Cypress Cove Addition-Construction Management Services, CA #07-02c, Payout #10 .....\$28,182.78
8. Frontier Construction, Cypress Cove Addition-Carpentry, CDP #08-03c-06, Payout #6.....\$25,203.45
9. Jensen's Plumbing & Heating, Cypress Cove Addition-HVAC, CDP #08-03c-09, Payout #5.....\$2,880.00
10. Jensen's Plumbing & Heating, Cypress Cove Addition-Plumbing, CDP #08-03c-10, Payout #9 .....\$9,720.00
11. Indicom, Cypress Cove Addition – Electrical, CDP#08-03c-11, Payout #3.....\$60,648.30
12. B & E Aquatics, Inc. Cypress Cove Addition, Pools and Equipment, CDP #08-03c-12 Payout #8 .....\$83,065.00

There being a roll call,

AYES: Coleman, Duffy, Hohnke, Mahoney, Kubal

NAYS: None

MOTION CARRIED

DIRECTOR'S REPORT

Action Item

Gypsy Moth Treatment Program

Mike Adams reiterated that this item had been discussed this evening under John Karesh's report. There being no further discussion, there was a

MOTION by Coleman, seconded by Mahoney, to move to approve the Gypsy Moth Treatment Program in cooperation with the Village of Woodridge to equally split the expense not to exceed \$13,835 to complete two (2) treatment applications per Clark Mosquito Controls proposal dated November 11, 2008 and budget accordingly in the FY2009/2010 budget.

AYES: Coleman, Duffy, Hohnke, Mahoney, Kubal

NAYS: None

MOTION CARRIED

Information/Discussion Items

NIMEC, Energy Bidding Update

Mike Adams reported that NIMEC's price continued to lower. The District should benefit from this decrease and receive a rate significantly less than that which we paid in the current year.

OLD BUSINESS

Needs Assessment Process Status

Mike Adams noted the proposal he had received from Leisure Vision to complete a comprehensive needs assessment process. He reiterated to the Board that Leisure Vision utilizes a very comprehensive survey which, in turn, supplies them with a considerable amount of quality data. Included for Board consideration is

the use of public focus groups and stakeholder interviews to provide additional qualitative data to better identify the recreational needs of the community. Mr. Adams stated that this needs assessment process was important in order to finalize the next five year comprehensive financial and capital development plan as well as remain as an accredited agency. Discussion ensued. The Board said they would like to review a matrix on the proposals received, including the use of public focus groups.

#### Rt. 53 Bikeway Bridge Project Status

Mike Adams updated the Board on the latest information pertaining to the proposed bridge structure. He stated that the cost of the project would be fully funded by grants and donations from local developer(s). The cost estimates have significantly increased due to an expanded scope of the project to become more of an entry monument and gateway park/trailhead. Staff became alarmed when the District received a bill for a percentage of the Phase 1 engineering for the project. Mr. Adams stated that though he was aware the Village entered into an agreement for engineering services, there was not formal request or action for the Park District's financial participation at this juncture of the concept. The project never received Park Board approval nor was ever budgeted if local share dollars were required. At this point in time, Adams stated to Village staff that this project needs to be formally agreed upon prior to the approval of any expenditures. Adams indicated he would not object to some local dollar share funding for the bridge crossing, but that a formal plan with reasonable projected costs must be formally requested and reviewed accordingly. He added the bridge was not part of the bikeway agreement. The Board agreed with Mr. Adams to do nothing at this time.

#### 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 8:40 P.M. ALL AYES. MOTION CARRIED.

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Brian Coleman, Secretary