



President Hohnke called the Special 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, Kubal. Absent: Coleman, Mahoney. Staff present: Adams, Larsen, Knitter, Ritter, Buchanan, Rhodes, Evans.

PRESIDENT'S REPORT

Recognition of Staff Milestone Anniversaries

President Hohnke offered congratulations to Angie McGrath (Preschool Supervisor) on her twenty-five years of service to the Park District.

President Hohnke stated that he attended the NRPA conference and expressed what a great learning opportunity it was.

President Hohnke next stated that this week, Mike Adams, Jenny Knitter and he attended the OSLAD grant meeting in Springfield to give a presentation for the Janes Avenue Park Skate Board Facility. Jenny Knitter's presentation was outstanding.

President Hohnke mentioned that the IPRA/IAPD conference will be held this January in Chicago, if any commissioners expressed interest in attending please contact the office for arrangements.

Concluding his report, President Hohnke noted that the Chamber Christmas Party will be held on December 9th and the tree lighting ceremony will be December 4th.

President Hohnke called for a motion to schedule a public hearing concerning the 2009 Tax Levy. President Hohnke requested Adams to give an overview of the request. Adams briefed the Board on the 2009 levy ordinance and compared staff's projections on what the actual levy extension will be compared to the levy request. Adams indicated because the requested amount is less than 5% the District does not legally have to hold a public hearing or publish a notice of the levy request, but staff recommends the Board still consider hosting a public hearing and publishing the notice of such hearing.

MOTION by Duffy, seconded by Kubal to schedule a public hearing on November 10, 2009 for the purpose of explaining the proposed increase of the 2009 Tax Levy and to permit individuals the opportunity to present testimony and to publish a notice of public hearing. President Hohnke requested a roll call.

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

President Hohnke read aloud and called for a motion to approve Resolution No. 09-14 calling for a public hearing concerning the intent of the Board of Park Commissioners to sell \$2,000,000 General Obligation Limited Tax Bonds.

MOTION by Duffy, seconded by Kubal to approve Resolution No. 09-14 calling for a public hearing concerning the intent of the Board of Park Commissioners to sell \$2,000,000 General Obligation Limited Tax Bonds.

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

STAFF REPORTS

Finance

Joan Larsen explained that the Annual Financial Report for the period ended April 30, 2009 has been completed and is now presented for Board review. A draft copy of the final document is included with this report. A few classification adjustments will be made to the final document which will be presented at the Board Meeting. All ending balances in the draft copy represent final numbers.

MOTION by Duffy, seconded by Kubal, to move to approval of the Annual Financial Report for the Fiscal Year ended April 30, 2009. President Hohnke requested a roll call.

AYES: Duffy, Hohnke, Kubal

NAYS: None

ABSENT: Coleman, Mahoney

MOTION CARRIED.

Larsen stated that the annual Treasurer's Report has been completed and will be filed at the county offices and published in the local newspaper later this month.

Larsen also stated that preparations for the golf course budget and compilation report, which corresponds to their calendar year end close has begun.

Larsen stated the annual PDRMA Health Benefits meeting will take place. We'll be receiving rates for our 2010 employee health plans. Shortly thereafter, staff will be making determinations on employee contributions and budgeted expenses for 2010.

Planning

Knitter requested several change orders for Board approval related to Cypress Cove and Hobson Corner Park projects:

2a. Cypress Cove Family Aquatic Park, Existing Effluent PVC Pipe Replacement Project, CDP #08-03pc-08 Change order (#1) is an add to the contract in the amount of \$3,500.00. This change order is a result of the owner's decision to use copper piping instead of CPVC. Copper is said to conduct heat better resulting in less stain on the heaters.

Change order (#2) is an add to the contract in the amount of \$5,956.14. This change order is a result of a leak in the Plunge Pool line at an existing fitting that was encountered during the pipe replacement project. The contractor attempted fixing the leak in place several times, but was unsuccessful. The contractor replaced the fitting with a new T fitting. This price is for the materials and labor to do this work.

Change order (#3) is an add to the contract in the amount of \$4,590.00. This change order is a result of another leak in the Lazy River filtration line at an existing fitting that was encountered during the pipe replacement project. The contractor attempted fixing the leak in place several times again, but was unsuccessful. The contractor replaced the fitting with a new T fitting. This price is for the materials and labor to do this work. There was less lineal footage in pipe to replace with this T fitting than the Plunge Pool.

MOTION by Duffy, seconded by Kubal, to approve Resolution 09-14 authorizing a net increase to Oak Brook Mechanical Services Contract in the amount of \$14,046.14 for the Cypress Cove Family Aquatic Park, Existing Effluent PVC Pipe Replacement Project, CDP #08- 03pc-08, which includes the approval of change order numbers 1, 2, and 3, as described above.

AYES: Duffy, Hohnke, Kubal

NAYS: None

ABSENT: Coleman, Mahoney
MOTION CARRIED.

2b. Cypress Cove Family Aquatic Park, Phase 3 - Carpentry, CDP #08-03c-06

Change order (#9) is a deduct to the contract in the amount of (\$125.00). This change order is a credit for five (5) fire extinguishers that were provided by the owner instead of the contractor.

Change order (#10) is an add to the contract in the amount of \$599.55. This change order is a result of hardware changes to the doors that were needed.

MOTION by Duffy, seconded by Kubal, to approve change order numbers 9 and 10, as described above, authorizing a net increase to Frontier's Contract in the amount of \$474.55 for the Cypress Cove Family Aquatic Park, Phase 3 – Carpentry Project, CDP #08-03c-06

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

2c. Cypress Cove Family Aquatic Park, Phase 3 - Landscaping, CDP #08-03c-14

Change order (#3) is a deduct to the contract in the amount of (\$1,767.65). This change order is credit for cobblestone that was not installed.

MOTION by Duffy, seconded by Kubal, to approve change order number 3, as described above, authorizing a net decrease to The T.L.C. Group, LTD's Contract in the amount of (\$1,767.65) for the Cypress Cove Family Aquatic Park, Phase 3 – Landscaping Project, CDP #08-03c-14.

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

2d. Cypress Cove Family Aquatic Park, Phase 3 - Concrete, CDP #08-03c-04

Change order (#10) is an add to the contract in the amount of \$2,484.00. This change order is a result of the concrete repair necessary at the new tie-in and pipe leak at flange gasket near the existing plunge pool.

MOTION by Duffy, seconded by Kubal, to approve change order number 10, authorizing a net increase to DeGraf Concrete Construction's Contract in the amount of \$2,484.00 for the Cypress Cove Family Aquatic Park, Phase 3 – Concrete Project, CDP #08-03c-04.

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

2e. Hobson Corner Park Development Project, CDP #09-02C-01

Change order (#5) is a deduct to the contract in the amount of (\$1,592.25). This change order is a result of revisions to the port-a-john blinder pad layout and the elimination of the removal and replacement of a section of sidewalk in the Hobson Rd. right of way.

MOTION by Duffy, seconded by Kubal, to approve change order number 5, as described above, authorizing a net decrease to The Kenneth Company's contract in the amount of (\$1,592.25) for the Hobson Corner Park Development Project, CDP #09-02C-01.

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

2.f. Shelter Shingle Replacement Project - CRP #09-01c-01

This bid included the removal and replacement of existing degraded shingles at Ides Grove East Park, Seven Bridges Park, and Sunnysdale Park. The bids were opened on October 6th. After reviewing the high price of these bids, staff will investigate other more cost effective types of roofing options (Metal roofing similar to Forest Glen Shelter, asphalt shingles, etc.). These alternative options will be presented to the board in the future.

Staff recommends the Board reject all bids received for the Shelter Shingle Replacement Project - CRP #09-01c-01 due to bids being over budget.

MOTION by Duffy, seconded by Kubal, to reject all bids received for the Shelter Shingle Replacement Project - CRP #09-01c-01 due to bids being over budget.

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

2g. Forest Glen Park Parking Lot and Tennis Court Improvement Project - CRP #09-02c

As budgeted in the capital replacement program, this project will include the removal and replacement of existing tennis court chain link fence system (including posts, rails, fabric, and hardware); resurface tennis court asphalt surface; recolor tennis court surface; and resurface parking lot surface at Forest Glen Park. Alternate #1 includes a price for the installation of a modular block retaining wall. Bids were opened on Thursday, October 8th. After reviewing the unit prices shown on the bid form, the low bidder, Evans and Son Blacktop, Inc., bid a high unit cost for item A-3, the addition of topsoil backfill at the top of the existing retaining wall next to the tennis courts. Staff decided to investigate other more cost effective ways to add this dirt (through proposals or in-house labor). With the deletion of Line Item A-3 from bid form (*deduct of \$ 6,805.00*), the low qualified bidder is still Evans and Son Blacktop, Inc. in the amount of \$129,977.74. We have not worked with this contractor before, but have called their list of references (many park districts) and have received 3 very positive references of similar work. Staff also reviewed the prices for Alternate #1 and due to high pricing and did not recommend accepting the alternate bid.

MOTION by Duffy, seconded by Kubal, to accept Evans and Son Blacktop, Inc., as the low qualified bidder and approve a contract in the amount of the Contract Base Bid less Bid Line Item A.3 for \$129,977.74 for the Forest Glen Park Parking Lot and Tennis Court Improvement Project - CRP #09-02c.

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

Golf Course

3a. Greens Sub-surface Drainage Installation Project, VGDP #09-01pc

Evans stated that #11 and #12 greens have been steadily deteriorating over the past several years, as we have documented in previous Board reports. XGD has a trademarked drainage installation process which currently has no

comparison in the market. They 'surgically' install 2" diameter drainage pipe on 6' spacing that remain at or below field capacity for a depth of 12". The most appealing aspect of their service is the fact that greens are playable almost immediately after installation, eliminating costly disruptions of service or prolonged periods of playing on temporary greens.

Staff seeks Board authorization to accept a proposal submitted by XGD Systems in the amount of \$19,929.10 and approve a contract to install a sub-surface drainage system on holes #11 and #12 greens to resolve drainage issues resulting in poor playing surfaces.

MOTION by Duffy, seconded by Kubal, to accept a proposal submitted by XGD Systems in the amount of \$19,929.10 and approve a contract to install a sub-surface drainage system on holes #11 and #12 greens to resolve drainage issues resulting in poor playing surfaces.

AYES: Duffy, Hohnke, Kubal

NAYS: None

ABSENT: Coleman, Mahoney

MOTION CARRIED.

Recreation

Ritter stated that the Fall House League Soccer season is coming to a close with a couple of weeks left in the season. The travel program will wrap up their season the first week of November. The annual 4 v 4 tournament is scheduled for October 17th at the Orchard Hill fields. The WSA banquet will be held on October 24th.

The Adult Volleyball Leagues will begin play on October 9th. A total of seventeen teams will play every Friday night at Jefferson Junior High.

A total of 35 fitness classes were offered this fall session, with 14 of them being cancelled. To date, 15 punch cards have been sold and 4 babysitting punch cards as well. With this being the first season of the punch cards, participants are still getting used to the new idea. Staff will continue to monitor the program into the winter/spring sessions.

Indian Summer Fest once again, enjoyed some terrific weather and a great turnout of families. Staff received some nice comments from parents who appreciated the coordination of activities and the fact that it was a free event. Staff will be evaluating the program and looking to add some additional activities for next year.

The Woodridge Park District will be hosting the NFL Punt, Pass and Kick sectional competition on October 18th at Jefferson Junior High.

Angie McGrath attended the 2009 Health Records Training Day presented by the DuPage County Health Department. We received all current policy and procedure information for immunizations and reportable diseases.

The annual Haunted Forest Walk is scheduled for October 23rd & 24th.

Aquatics

Julie Rhodes stated that Cypress Cove's winterizing process is currently being completed.

Rhodes also stated the 2009 Aquatic Report is being completed and will be included in November's board report.

Parks

John Karesh informed the Board that the maintenance department recently met with PDRMA to complete a full review of our operation and documentation procedures. This review is very beneficial for PDRMA and for the

department to assist in identifying areas we can improve on. Items that were identified that need attention will be addressed over the next couple of weeks.

Staff was working on adding over 200 yards of playground surface to various playgrounds. We hope to add an additional 120 yards within the next couple of weeks.

Marketing

Megan Buchanan reported the results of the July, August and September web and on-line registrations.

Staff was currently working on the monthly e-newsletter will be sent on October 7. We also sent a WSA 4 v 4 e-news to the participants from the last 3 years and a Youth Basketball e-news to 3-9th graders.

Turbo Kick instructors created a Facebook page to promote upcoming Turbo Kick and Beach body programs. They have about 50 Facebook "fans" who receive their updates and news.

Administration

Ritter updated the Board on the need to replace the existing show wagon stage which is currently owned between the Woodridge, Naperville and Lisle Park Districts per an intergovernmental agreement. Ritter explained the Naperville Park District decided to take the lead and purchase a new show wagon and asked if the Woodridge Park District would again be interested in sharing the costs relative to the percentage of use, which was estimated at 25%. Staff recommends the District continue to negotiate an agreement to secure use of the show wagon for the long term.

MOTION by Duffy, seconded by Kubal authorizing staff to negotiate an intergovernmental agreement with Naperville Park District to share in the purchase costs for a new show wagon stage based on a percentage of use.

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

CONSENT AGENDA

MOTION by Duffy, seconded by Kubal, to approve Consent Agenda items 1 through 20 for a total amount of \$1,029,822.67:

1. Board Workshop (Needs Assessment).....September 08, 2009
2. Regular Board Meeting MinutesSeptember 08, 2009
3. Executive Session Meeting MinutesSeptember 08, 2009
4. Vendor Payment & Payroll Ratification Report (9/04/09 – 10/01/09)..... \$1,029,822.67
5. Illinois Municipal Retirement Fund, ERI Final Payment..... \$267,348.81
6. Series 2009 Bond Debt Service Payment \$245,088.47
7. Hobson Corner Park – Development, The Kenneth Company, CDP #08-01c-01, Payout # 4 \$228,428.22
8. Cypress Cove Addition Pool Piping Replacement/Repair – Oak Brook Mechanical, CDP #08-03pc-08, Payout # 2..... \$22,530.00
9. Cypress Cove Addition Pool Piping Replacement/Repair – Oak Brook Mechanical, CDP #08-03pc-08, Payout # 3..... \$5,959.14
10. Cypress Cove Addition – Architecture, Williams Architects, CA #07-01c, Payout #21 \$3,412.90
11. Cypress Cove Addition – Architecture, Williams Architects, CA #07-01c, Payout #22 \$3,438.53
12. Cypress Cove Addition - Excavation, Land & Lakes, Co., CDP #08-03c-01, Payout # 6 (Final).... \$ 24,973.81
13. Cypress Cove Addition - Fencing, Northern Illinois Fence, CDP #08-03c-03, Payout # 5 (Final) .. \$ 10,598.81
14. Cypress Cove Addition - Masonry, Cyberdyne, CDP #08-03c-05, Payout # 4 (Final) \$ 6,181.38
15. Cypress Cove Addition - Carpentry, Frontier Construction, CDP #08-03c-06, Payout # 9 (Final) .. \$ 41,132.25
16. Cypress Cove Addition - Painting, Cote Decorating Co., CDP #08-03c-08, Payout # 4 (Final)..... \$ 2,992.10
17. Cypress Cove Addition - HVAC, Jensen's Plumbing & Heating, CDP #08-03c-09, Payout # 8 (Final)\$ 3,773.70

- 18. Cypress Cove Addition - Plumbing, Jensen's Plumbing & Heating, CDP #08-03c-10, Payout # 14 (Final) \$ 43,081.00
- 19. Cypress Cove Addition – Electrical, B&E, CDP #08-03c-11, Payout # 5 (Final)..... \$ 38,907.67
- 20. Cypress Cove Addition – Roofing, Sealtight Exteriors, Inc., CDP #08-03c-07, Payout # 3 (Final) ... \$ 1,289.70

There being a roll call.

AYES: Duffy, Hohnke, Kubal

NAYS: None

ABSENT: Coleman, Mahoney

MOTION CARRIED.

DIRECTOR'S REPORT

Consider approval of Ordinance to revise Policy 8.3.28 Job Description Golf Course Mechanic and adopt 4.24 Supplemental Appropriations & Fund Transfers Procedures. A revision to the existing job description 8.3.28 Golf Course Mechanic is in order prior to hiring for the vacant position. The revisions more accurately describe the duties required.

The purpose of the Supplemental Appropriations and Fund Transfers Procedure is to allow for situations or emergencies where a request may be made for additional funds that are necessary to cover unexpected or unanticipated expenditures subsequent to the annual budget approval process and to authorize the expenditure of unanticipated revenues.

MOTION by Kubal, seconded by Duffy, to approve Ordinance No. 09-8, Adopting Revisions to the Woodridge Park District Policy & Procedure Manual revising Policy 8.3.28 Golf Course Mechanic Job Description and adopting Procedure 4.24 Supplemental Appropriations & Fund Transfers Procedure.

AYES: Duffy, Hohnke, Kubal

NAYS: None

ABSENT: Coleman, Mahoney

MOTION CARRIED.

COMMITTEE REPORTS

No report.

EX-OFFICIO REPORTS

No report.

OLD BUSINESS

No report.

EXECUTIVE SESSION

MOTION by Duffy, seconded by Kubal, to adjourn to executive session to discuss 2(c)(1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District and 2(c)(5) the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired at 9:25PM.

AYES: Duffy, Hohnke, Kubal

NAYS: None

ABSENT: Coleman, Mahoney

MOTION CARRIED.

RECONVENE SPECIAL BOARD MEETING

MOTION by Duffy, seconded by Kubal to reconvene the Special Board Meeting of October 21, 2009 at 10:12PM. .
Upon a roll of Commissioners being called by President Hohnke,

AYES: Duffy, Hohnke, Kubal

NAYS: None

ABSENT: Coleman, Mahoney

MOTION CARRIED.

FINAL ACTION

Adams requested approval of the revisions to the FY2009-2010 Salary Wage Scale as presented.

MOTION by Duffy, seconded by Kubal to approve revisions to the FY2009-2010 Salary Wage Scale to adjust the ranges related to the Superintendent of Finance & Personnel and the Superintendent of Recreation as presented.

AYES: Duffy, Hohnke, Kubal

NAYS: None

ABSENT: Coleman, Mahoney

MOTION CARRIED.

ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn was requested. MOTION by Duffy, seconded by Kubal to adjourn the meeting at 10:15PM. ALL AYES. MOTION CARRIED.

Brian Coleman, Secretary