

WOODRIDGE PARK DISTRICT
Regular Board Meeting
February 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, Kubal. Absent: Mahoney. Staff present: Adams, Larsen, Buchanan, Ritter, Karesh, Rhodes, Evans.

PRESIDENT'S REPORT

Recognition of Staff Milestone Anniversaries

President Hohnke offered congratulations to Ed Kasprzycki on his five years of service as a Coach.

President Hohnke also offered congratulations to Amanda Nichols on her five years of service as our Aquatic Supervisor.

Conservation Foundation Request for Donation, President Hohnke stated that a \$100.00 donation would be made again this year to the Conservation Foundation unless there was an objection by the Board.

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

STAFF REPORTS

Finance

Joan Larsen stated that she had one action item to bring before the Board. Through the recent IMRF audit it was brought to her attention that compensation paid to employees under IRS Section 125 plans are not to be included in IMRF earnings unless a resolution is passed by the Board allowing same. In discussing this matter, Adams noted that the District had already been complying with the contents of this resolution, official approval was needed by the Board. Thereupon, there was a

MOTION by Duffy, seconded by Coleman, to approve Resolution No. 09-4, electing to include IMRF earnings compensation paid under Internal Revenue Code section 125.

AYES: Coleman, Duffy, Hohnke, Kubal

NAYS: None

ABSENT: Mahoney

MOTION CARRIED.

Secondly, Ms. Larsen reported that a thorough analysis of seasonal work hours was completed in order to respond to the IMRF audit. It was found that a few employees listed as working over 1,000 hours actually held more than one position during the year. Since the 1,000 hours rule applies to each job position these employees were excluded from the exception list. The remainder of the exceptions fell into three seasonal groups: parks and maintenance, golf course maintenance and recreational seasonal. Mike Adams said that staff will have to update and revise some of the job descriptions to more accurately describe the different jobs. This will be a tough management position, but each department head responsible will be adjusting seasonal employee scheduled hours to keep them exempt from IMRF inclusion. A brief discussion ensued.

In concluding her report, Ms. Larsen noted that she had attended an IMRF workshop which was held for employers to explain pension funds. IMRF's current performance is in line with many of the largest pension funds in the country. With the present state of the economy, the assets of his fund were down 33%. Our District had been funded 100% but was now down to 67%. The impact this will have on our District and measures to recoup these funds were discussed.

Planning

In Jenny Knitter's absence, Mike Adams said the first action item dealt with the Hobson Corner Park Development Project – CDP #09-02c. Staff was in the process of finishing final designs and working on Construction Documentation in preparation to bid the park site as designed by the planning committee. Staff authorization was requested.

MOTION by Duffy, seconded by Coleman, to move to authorize staff to bid the Hobson Corner Park Development Project, CDP #09-02c.

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

In discussing Meadowview School – Playground Equipment Vandalism, Adams said staff had requested proposals from contractors to install the playground equipment that was burned. Those results were reviewed. Also, the Director had approved the purchase of the replacement playground equipment from the playground manufacturer's rep since the same product must be used. Insurance will cover the cost of this purchase. Staff recommended the Board ratify the Director's approval of this proposal.

MOTION by Kubal, seconded by Duffy, to ratify the Director's approval of the proposal from Recreation Concepts Inc. for \$13,824.44 for the purchase and delivery of the replacement playground equipment at Meadowview School.

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

Staff also requested Board authorization to accept the low bid for installation of the equipment.

MOTION by Duffy, seconded by Coleman, to accept the low qualified proposal from The Kenneth Company and approve a contract in the amount of \$8,272.00 to install the replacement play equipment at Meadowview School, CDP #09-01 pc-01.

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

With regard to the proposed Skate Board Park, Mike Adams said that staff had created a preliminary timeline to plan and apply for grant funds to develop this park. Funds were available from the restricted contributions fund if grants were not received. In order to continue with the planning for development, staff wished to create an advisory planning committee consisting of teenagers to guide staff in completing a final master plan design.

MOTION by Duffy, seconded by Coleman, to move to authorize staff to form a Skate Board Park Advisory Committee consisting of teens and youth to assist in developing a skate board park master plan.

AYES: Coleman, Duffy, Hohnke, Kubal

NAYS: None
ABSENT: Mahoney
MOTION CARRIED.

Adams stated that everything was moving on schedule regarding Cypress Cove Family Aquatic Park-Phase 3 Development Project, CDP #08-03c. Bids had been received for the irrigation repair and expansion project. Adams stated that the landscape project re-bid would open February 25th. He wanted to review both bids and make a recommendation at the March Board meeting as how to proceed on various contemplated change order items and the number of irrigation alternates to accept. Construction continued on the project through the cold and snow. Mike Adams next gave examples of some issues that were not yet resolved but would be shortly. Overall, everything looked quite nice and was on schedule.

The official dedication of Forest Glen Park will take place on Saturday, May 9, 2009. Planning and Recreation staff were working together to produce a budget for approval by DuPage Community Foundation. The Grant does provide funding for this event.

Golf Course

Brandon Evans began his report noting that the Board had been prepared for his presentation this evening at the Special Board Meeting held earlier in January. In short, Evans view of the golf industry was not very good right now. The golf course will go into the 2009 season very slowly. We will have to "reinvent ourselves." In summary of 2008, a net operating loss of \$15,000 to \$25,000 will be realized. The Village has been apprised of this operating loss, however the loss will be offset by transferring available funds from the golf course capital development fund.

Evans stated that things will be tight in 2009. Efficiency will be the key in all aspects of operating the course. For example, the budget will be cut by approximately \$200,000. Level of discounts will be reviewed. Cart and green fees will decrease. Club house manager position will remain vacant. Some golf lessons may be eliminated. Salary increases may be adjusted or postponed; the bonus program gone. Also, educational training will be dropped. Advertising less but with increased use of our website which will save on labor and other expenses of advertising. Evans continued stating that uniforms will be eliminated. Replacement of only five golf carts. The pond will not be restocked with fish. Evans reiterated that the biggest change will be attempting to reduce the food and beverage budget by \$33,000. Possible changes were presented.

Regarding the website, Evans said the new site integrates an enhanced e-mail marketing functionality as well as outing and tournament management features. Initially, the website expenses for 2009 will be very similar to 2008 due to one-time set-up fees. However, subsequent year savings will equate to several thousand dollars annually. Evans next explained how golf shop labor will be "out sourced." Our course will be one of the first golf courses in Illinois to offer matrix pricing. Using this method, people can book on-line and receive a discounted rate for booking in advance. Evans explained in detail how this system will work which is based on market demand and valued incentives by getting golfers to book early rather than using the current trend of waiting for discounts. The pricing methodology is similar to the airline and hotel industry. He added that using this matrix rate system will fit into our point of sale system also.

Evans reported that staff had recently completed a Site Assessment and Environmental Plan in accordance with the Audubon Cooperation Society for Golf Program. The Audubon Cooperation Sanctuary Program for Golf Courses was concerned with six key environmental areas relevant to golf course management. The Plan was designed to help staff take stock of our property resources and current conservation practices and develop strategies to guide our stewardship efforts.

Evans concluded informing the Board that the Food & Beverage consultant was assisting him daily as an off site manager. Staff was now "getting a grasp on changing our F&B operation."

The Board commented on their concerns about the proposed salary freeze of the Golf Course Manager, removal of uniform shirts for staff, and removal of the tree & shrub budget. They asked staff to reconsider incorporating these items back into the budget. Hohnke stated that approval of the 2009 Village Greens operating budget would be presented for Board action at the next regular Board meeting.

Recreation

Don Ritter began stating that Board approval for the revision of the Golden Years Advisory Board By-Laws was recommended. With approval the Board will consist of five members instead of seven.

MOTION by Coleman, seconded by Duffy, to approve revisions to the Golden Years Advisory Board Bylaws changing from a seven (7) member board to a five (5) member board.

AYES: Coleman, Duffy, Hohnke, Kubal

NAYS: None

ABSENT: Mahoney

MOTION CARRIED.

Ritter noted also that due to the accumulation of snow days, schedules for Totschool, Kidz Squad and summer camps all had to be adjusted. Summer camps will begin June 15th, Kidz Squad June 11th and Totschool's last day will be May 13th.

The new sound systems had been installed in the Maple Room and the Hickory/Oak Rooms. With minor issues being adjusted, the feedback from both staff and class participants was that all were quite satisfied with the new system.

Aquatics

Julie Rhodes had one action item regarding Cypress Cove Pool Concession Patio Furnishings. The original custom designed Trex concession patio furniture was purchased in 1997, which is estimated to be more costly to fabricate than other alternative furniture. The recommended furniture distributed by NuToys Leisure Products has a wooden appearance yet constructed of aluminum, durable to withstand elements, and abuse from wear and tear in an aquatic environment. Due to lack of comparable products as well as evaluating product costs, staff requested Board authorization to accept NuToys Leisure Products proposal.

MOTION by Coleman, seconded by Duffy, to approve a proposal from NuToys Leisure Products for \$16,914.00 for the purchase of concession patio furniture for Cypress Cove Family Aquatic Park, Phase 3 Improvement Project.

AYES: Coleman, Duffy, Hohnke, Kubal

NAYS: None

ABSENT: Mahoney

MOTION CARRIED.

Ms. Rhodes stated that all returning staff applications had been accepted and 161 staff would be returning for the upcoming summer season. The Aquatics Department will only be hiring ten lifeguards, 9 support staff members and 5-10 swim instructors. Equipment purchases for the Cypress Cove Phase 3 Improvements were currently being worked on by the aquatics department. A catalogue of the proposed purchases was available for Board review.

Parks

John Karesh had one action item regarding Cypress Cove Pump Variable Frequency Drives-Project CDP #09-03c. Staff had budgeted in the Cypress Cove Phase 3 Improvement project the expense to install variable frequency drives on all our pump motors. Karesh briefly explained how a variable frequency drive operated and how it reduced costs of both energy and equipment maintenance. Staff was working with our aquatic engineer to complete the desired specifications for bidding.

MOTION by Duffy, seconded by Coleman, to authorize staff to bid the Cypress Cove Pump Variable Frequency Drive Installation Project, CDP #09-03c.

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

Marketing

Megan Buchanan noted that five bids had been received for the printing of the 2009-2010 Activity and Aquatic Guides. She recommended approval of the low qualified bidder.

MOTION by Coleman, seconded by Duffy, to accept McKay Printing Services as the low qualified bidder and to approve a contract for \$28,709.00 for the printing of the 2009-2010 Activity and Aquatic Guides.

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

Megan explained that the park district would now be partnering with School District 66 for the e-mail newsletter. District 68 did not have an e-mail newsletter at this point in time. Eventually they may partner also.

The Winter/Spring Pathways will be delivered to homes beginning February 13. The link to the Pathways survey will be available on home page beginning February 9th. It will be up for about one month.

Ms. Buchanan said that the marketing plan for our aquatics facility had been launched for the Downers Grove Park District reciprocal facility agreement. Communication included articles in Pathways and the February e-news. A copy of the reciprocal agreement was placed on home page of the web site. It was included in the fitness section of the current activity guides; flyers were placed in the lobby and a press release given to the media. Interest was being generated and it was going well.

CONSENT AGENDA

MOTION by Duffy, seconded by Coleman, to approve Consent Agenda items 1 through 15 for a total amount of \$376,459.35:

- 1. Special Board meeting Minutes/Workshop January 06, 2009
- 2. Regular Board Meeting Minutes January 13, 2009
- 3. Special Board Meeting Minutes January 21, 2009
- 4. Vendor Payment & Payroll Ratification Report (1/09/09-2/05/09) \$ 376,459.35
- 5. Hobson Corner Park-Civil Engineering Consultants, CDP #08-01ca-02
(Payout #2) \$8,827.00
- 6. Cypress Cove Phase 3, CA #07-01c (Payout #20) \$1,772.82

7. Cypress Cove Addition-Construction Management Svcs., CA #07-02c)	
(Payout #9)	\$28,182.78
8. Cypress Cove Addition-Excavation, CDP #08-03c-01 (Payout #4).....	\$1,694.03
9. Cypress Cove Addition-Fencing, CDP #08-03c-03 Payout #1).....	\$26,733.00
10. Cypress Cove Addition-Carpentry, CDP #08-03c-06 (Payout #5)	\$ 25,662.87
11. Cypress Cove Addition-Roofing, CDP #08-03c-07 (Payout #1).....	\$10,446.30
12. Cypress Cove Addition-HVAC, CDP #08-03c-09 (Payout #4)	\$3,690.00
13. Cypress Cove Addition-Plumbing, CDP #08-03c-10 (Payout #8)	\$17,961.30
14. Cypress Cove Addition-Electrical, CDP #08-03c-11 (Payout #2).....	\$28,537.20
15. Cypress Cove Addition-Pools and Equipment, CDP #08-03c-12	
(Payout #7)	\$123,969.51

President Hohnke requested a roll call:

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

DIRECTOR'S REPORT

Action Items

a. Letter of Agreement with BMO Capital Markets – Consulting for Issuance of General Obligation Bonds
 Mike Adams noted that BMO Capital Markets from Harris Bank Public Finance Division was our bond consultant. The letter of agreement was necessary to complete the bond sale and closing. Services also included the planning and financing for the 2009 Series.

MOTION by Duffy, seconded by Coleman, to ratify the Executive Director's approval of an agreement with BMO Capital Markets to complete consulting services to issue the general obligation limited tax bonds, Series 2009.

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

b. Ordinance No. 09-3, An Ordinance providing for the issue of \$1,300,000 General Obligation Limited Tax Park Bonds, Series 2009A for Capital Projects

Mike Adams began by giving a brief background of the need for approval of these Ordinances. Per the planned capital improvement program to construct Cypress Cove Aquatic Facility Improvements, Hobson Corner Park Redevelopment, and miscellaneous CDP projects, it was necessary to issue the \$1,300,000 2009A General Obligation Limited Tax Refunding Park Bond within the District's non-referendum debt authority. This was the second of a two step bond issuance to fund the capital improvements, which will be closed within the month pending favorable interest rates.

Also, per the planned capital improvement program to purchase 50% of the land acquisition cost to reimburse the Village for the District's share for the School District 99 purchase it is necessary to issue a \$245,000 2009 General Obligation Limited Tax Refunding Park Bond within the District's non-referendum debt authority.

Continuing, Adams said that the ordinances were required for approval now in order to file with the counties in time for the collection in the 2008 levy (FY2009/2010).

MOTION by Duffy, seconded by Coleman, to approve Ordinance No. 09-3, an Ordinance providing for the issue of \$1,300,000 General Obligation Limited Tax Park Bond, Series 2009A of the Woodridge Park District, DuPage and Will Counties, Illinois, and for the levy of a direct annual tax to pay the principal and interest on said bonds.

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

MOTION by Duffy, seconded by Kubal, to approve Ordinance No. 09-4, an Ordinance providing for the issue of \$245,000 General Obligation Limited Tax Park Bond, Series 2009 of the Woodridge Park District, DuPage and Will Counties, Illinois, and for the levy of a direct annual tax to pay the principal and interest on said bonds.

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

Information/Discussion Items:

Planning Process for 2010-2014 Financial & Capital Development Plan

Mike Adams began the discussion stating that it was time for the District to undertake some strategic initiatives to identify attitudes and interest of the District's delivery of recreational services to the community. In the past we have received input from residents through a survey developed and results tabulated by Western Michigan University. Staff would now like to recommend to the Board the possibility of hiring a consultant/facilitator to provide the information/data gathering (survey) exercise and conduct the facilitation of focus groups and stakeholder interviews. The information would be assessed by staff and presented in a strategic/master plan for Board review and approval. Adams added that he would like the Board to consider involving the public on a more intimate level through use of focus groups to obtain feedback as to how the District has performed and identification of future recreational needs.

Mike Adams explained that Board action was not necessary this evening. He would consult other districts and seek proposals regarding fees associated with use of a consultant. The Board asked that staff obtain more information and bring same to the next Board meeting.

NEW BUSINESS

Mike Adams stated that Staff had some issues with our auditors that needed to be addressed. Joan Larsen continued explaining that the auditors' bill for services rendered came in \$4,000 over and above the expected bill of \$10,000. The auditors stated that this was for additional work. They were "very vague" in explaining what the "additional work" incorporated. Larsen stated that the audit goes quite smoothly due to finance staff's preparation for the audit and therefore auditors put in less and less time each year. After objecting to this increase, Larsen said the firm did waive \$2,000. Staff inquired as to what they will charge for the last year of the three year contract now in place. The auditors sent a letter stating two options: (1) accept renegotiated price for 2009 of \$2,000 more, or (2) draft a new three year contract. Larsen recommended due to the lack of time to seek proposals for the upcoming audit that we accept their services for 2009 and then obtain Board authorization to request proposals for the following year(s).

ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn was requested. MOTION by Duffy, seconded by Coleman, to adjourn the meeting at 9: 50 P.M. ALL AYES. MOTION CARRIED.

Respectfully submitted.

Brian Coleman, Secretary