

WOODRIDGE PARK DISTRICT
Regular Board Meeting
January 11, 2011



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, Kubal, Mahoney. Staff present: Adams, Larsen, Knitter, Evans, Karesh, Rhodes, Ritter. Absent: Commissioner Coleman, Pettit.

PRESIDENT'S REPORT

President Hohnke began his report with a recommendation to approve Resolution No. 11-1, Recognizing E. Kenneth Friker of Klein, Thorpe & Jenkins, Ltd., Woodridge Park District General Counsel for 40 years of service.

MOTION by Duffy, seconded by Mahoney to approve Resolution No. 11-1.

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

President Hohnke continued with a recommendation to approve Resolution No. 11-2, Recognizing George J. Soloy, Woodridge Park District Treasurer from 1970-1996 for 26 years of service.

MOTION by Duffy, seconded by Mahoney to approve Resolution No. 11-2.

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

President Hohnke recessed the meeting at 7:15 P.M. The meeting reconvened at 7:43 P.M. Upon a roll of Commissioners being called, the following were present: Duffy, Hohnke, Kubal, Mahoney. Absent: Coleman.

President Hohnke noted the following: the State of the Village meeting will be held on January 20, 2011, at 11:30 am at Bobak's; the IAPD/IPRA Conference will take place January 27-29, 2011; and the consolidated election will be held April 5, 2011.

President Hohnke called for a Special Meeting/VGGC & Aquatic Funds Budget Workshop on Tuesday January 25, 2011 @ 7 pm.

President Hohnke called for a Special Meeting/WPD Budget Workshop (FY 2011-2012 preliminary budget), March 12, 2011 @8am.

The Woodridge Park District received a request from The Conservation Foundation for a donation, \$100.00 donation was rewarded in the past and the same amount of \$100.00 will be donated again in 2011.

STAFF REPORTS

Finance

Joan Larsen began her report stating that the Finance Department is busy preparing and filing year end payroll reports, W-2's and 1099's. The deadline for issuance and reporting of this information is January 31, 2011. We will again be printing 1099's in house which will realize a savings of \$250.00.

Larsen noted that upgrades to the Class Registration System and Payment Server System took place today. The Payment Server upgrade provides some added PCI compliance and all upgrades are necessary to interface with the Windows 7 operating system. We are also planning an upgrade of Microsoft Office, from 2003 to 2010 version in the next 6-8 weeks.

Larsen stated that the year end closing of the golf course is underway. The information shall be finalized and sent to Sikich, LLP in early February for preparation of the compilation report.

Larsen concluded her report stating that all collections for the 2009 tax distribution are complete, we've received 99.93% of the tax levied for DuPage County and 99.72% of the tax levied for Will County.

Planning

2a. Jenny Knitter began her report recommending Board approval of a contract with Primera Engineering in the amount of \$16,000.00 for electrical engineering services for Orchard Hill Phase 6 Development, CA#11 – 01pc-01.

MOTION by Duffy, seconded by Mahoney to approve a contract agreement in the amount of \$16,000.00 with Primera Engineering, to conduct engineering services for Orchard Hill Park, Phase 6 Development - Athletic Field Lighting Project, CA#11-01pc-1.

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

2b. Knitter requested approval of Resolution No.11-3, a Resolution authorizing a change order in regard to the Orchard Hill Park Phase 5 - Irrigation & Drainage Development, Project CDP #10-05c-01 involving an increase in the contract price in excess of \$10,000.00.

MOTION by Kubal, and seconded by Mahoney to approve Resolution No.11-3, a change order in regards to Orchard Hill Phase 5 - Irrigation and Drainage Development.

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

Knitter continued her report pertaining to the Orchard Hill-Drainage and Irrigation Project stating the pumping station will work in conjunction with the wet well to operate the irrigation systems at both Cypress Cove and the Orchard Hill Park athletic field. Upon approval of proposed change order, we expect to see work completed this winter with testing of the system in the spring.

Knitter noted that throughout December planning staff worked with Village Greens staff to develop a master plan for the area south of the Clubhouse. Village Greens staff presented the Men's Club with the 10th tee design including a paver turnaround and garden space that will be dedicated to celebrate the 50th anniversary of the Village Greens Men's Club. The portion of the cost of the development will be offset by selling engraved pavers similar to the program we offered at Forest Glen Park. Staff will determine funds are available to complete some of the other designed elements.

Knitter stated in regards to Janes Avenue Skate Park, staff continues to assemble documentation required to request reimbursement for the OSLAD Grant awarded for this project. Submittal to the Department of Natural Resources is expected in January.

Lastly, Knitter stated in regards to Hobson Corner Park staff investigating the possibilities of applying a non-slip surface to the Hobson Corner Spray Park splash pad concrete area since the District received reports of slipperiness. We are also studying the possibility of adding a gate to the corner entrance as a proactive design solution to minimize young children from leaving the area unsupervised.

Golf Course

Brandon Evans began his report by stating that Village Greens hosted 43,659 rounds of golf in 2010, which is essentially the same as 2009. He added that revenue per round decreased due to a change in play from 18 holes to 9 hole play as well as pricing pressures to the competition.

Evans noted that staff is preparing the 2011 operating budget and will present a preliminary budget for the Board Budget Workshop. Evans went on to mention that permanent tee time and league renewal letters have been mailed as well as Illinois State Scramble applications.

On a final note, Evans mentioned repainting and cleaning of the clubhouse is in progress as well redecorating of the proshop.

Recreation

Don Ritter began his report by stating that Early Bird registration for spring soccer season is scheduled January 8, 12, and 15th at the Community Center. WSA Board will hold a planning meeting on January 10, 2011 to review their 2011 calendar.

Ritter continued by mentioning that the Youth Basketball games will begin on January 8, 2011 for the 20 teams scheduled.

Ritter stated Kidz Squad enjoyed a day at the Holiday Boulevard Theater on December 10, 2010. Their special day included a 3D movie, popcorn and a drink in a private theater. The service was outstanding and fun was had by all.

Ritter mentioned that the Santa's Bedtime Stories was held on December 19, 2010 with two sessions being offered. The 6 P.M. session was filled with 36 attending and the 7:15 P.M. session had 39 attendees. The staff was pleased with the high number of new attendees. The "Santa Letters" program turned out to be quite the ordeal with 84 letters mailed to Woodridge residents.

Ritter's final note; Dan Peboontom will be hosting his first meeting as SPRA President at the Woodridge Park District on January 19, 2011.

Aquatics

Julie Rhodes began her report by stating that the Aquatic Department is preparing for returning staff and new hires. Invitations to staff were sent out on December 15, 2010; the returning deadline for last year's summer staff is January 15, 2011. Applications for employment for Cypress Cove were made available January 3, 2011, both online and at the Community Center. Interviews will begin at the end of February. The deadline for accepting applications is February 26, 2011.

Rhodes continued to note that the FY2011/2012 Aquatic Budget, 2011 fee schedule and three year projected budget will be presented at the Board Budget Workshop.

Rhodes stated the 2011 Aquatic Guide is scheduled to be delivered beginning Saturday March 12, 2011.

Rhodes mentioned the contractors were out on Wednesday, December 19, 2010 to complete the installation of the VGB approved drain covers. Staff oversaw the installation process. The Aquatic Engineer needs to be scheduled to give approval on proper installation to confirm project completion.

Rhodes final note was in regards to Pebble Flex Safety Surface. Adams indicated the District's attorney is currently reviewing the contract agreements and sub-contractor's attorney's letter to advise the District on how best to proceed in getting contractor compliance.

Parks

John Karesh began his report by stating the maintenance facility lunch room chairs and the fax machine were replaced per the Capital Replacement Program. The holiday lights in front of the community center have been turned off for the season and will be removed weather permitting.

Karesh continued by stating staff has been very busy with snow removal this past month. The new plow truck has proven to be very efficient when removing snow from parks and properties. Vehicles and equipment are being brought in for preventive maintenance. This time of year allows for a thorough inspection and or repairs to be ready for the spring season.

Karesh added that preliminary work has begun for the FY2011/2012 budget process. Staff is gathering information for the budget proposal and reviewing the current budget to ensure our resources are appropriately allocated.

Karesh concluded his report by stating Chris Pollack and he will be attending the 2011 IAPD/IPRA conference that will be held January 27-29 in Chicago.

Marketing

In Megan Pettit's absence Don Ritter gave the following report:

The marketing department recommends Board approval authorizing staff to bid printing of the 2011 Fall Activity Guide, 2012 Winter/Spring activity Guide, 2012 Aquatics Guide and the 2012 Summer Activity Guide. The bid specs include the same paper type, glossy cover and non-glossy inside, and quantity as the last bid.

MOTION by Duffy, and seconded by Mahoney to approve authorization to bid the 2011/2012 Activity Guide printing project.

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

Safety Committee

Julie Rhodes stated that the January Safety Briefs were emailed to the staff on January 3, 2011.

CONSENT AGENDA

MOTION by Mahoney, seconded by Duffy to approve Consent Agenda items 1 and 2 for a total amount of \$426,825.25

- 1. Regular Board Meeting Minutes December 14, 2010
- 2. Vendor Payment & Payroll Ratification Report (12/10/10- 1/06/11) \$426,825.25

There being a roll call:

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

DIRECTOR'S REPORT

1a. Mike Adams recommended the Board approve Resolution No.11-4, 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 to approve a contract with the lowest cost electricity provider.

MOTION by Duffy, seconded by Mahoney to approve Resolution No.11-4, to authorize Executive Director of Parks and Recreation to approve a contract for the lowest cost electricity provider.

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

COMMITTEE REPORTS

SEASPAR – Mike Adams stated that the Annual Report of SEASPAR programs and the Annual financial report for SEASPAR year ending May 31, 2010, are available for review.

JUBILEE – The Jubilee Celebrations will be held June 15-19, 2011.

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) - No report.
 - b. Sea Lions Swim Team Parent Association – No report.
 - c. Woodridge Athletic Association (WAA) – New President Jack Schopp was introduced to the Board.
 - 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 Mahoney, seconded by Duffy, 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)6 to discuss the setting of a price for sale or lease or property owned by the District.

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

ALL AYES. MOTION CARRIED.

The Board adjourned to Executive Session at 8:10 pm.

RECONVENE OPEN SESSION

The regular Board Meeting of January 11, 2011 reconvened at 8:55 P.M. Upon a roll of Commissioners being called, the following were present: Duffy, Hohnke, Kubal, Mahoney. Absent: Coleman. Staff present: Adams, Ritter, Larsen.

FINAL ACTION

President Hohnke stated as part of the annual review and requirement of the Executive Director's employment contract, the Board has considered and agreed to not give written notice to the Executive Director of its intention not to renew the contract, which notice must be provided by the Board to the Executive Director on or before January 31st. He added a motion to approve an addendum to the Director's contract is in order.

MOTION by Duffy, seconded by Kubal to approve an Addendum dated January 11, 2011 to the Executive Director of Parks & Recreation's existing employment contract. Upon a roll call being taken,

AYES: Duffy, Hohnke, Kubal, Mahoney,

NAYS: None

ABSENT: Coleman

MOTION CARRIED.

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 8:56 P.M.

ALL AYES. MOTION CARRIED.

Respectfully submitted.



Brian Coleman, Secretary